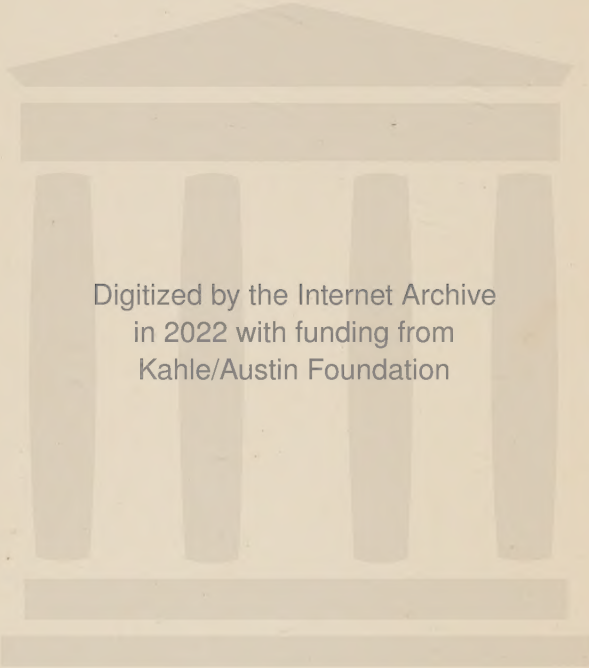


GRAHAM'S
AMANUENSIS PHONOGRAPHY



Digitized by the Internet Archive
in 2022 with funding from
Kahle/Austin Foundation

27c

Copyright, 1907, by
ANDREW J. GRAHAM & CO.

THE-DE VINNE PRESS

CONTENTS.

LESSON	PAGE
I CONSONANT STROKES.....	6
II CONSONANT STROKES (<i>continued</i>).....	10
III CONSONANT STROKES (<i>continued</i>).....	12
IV VOWELS	15
V VOWELS (<i>continued</i>).....	19
VI VOWELS (<i>continued</i>).....	21
VII DIPHTHONGS	23
VIII WORD-SIGNS.—FIRST LIST OF SIMPLE-CONSONANT,—DERIVATIVES FROM.—PUNCTUATION.—PROPER NAMES.—NUMBERS.....	26
IX S AND Z, CIRCLE FOR.....	31
X LOOPS— <i>Ses</i> -CIRCLE.....	36
XI <i>Iss, Ses, Steh</i> ADDED TO WORD-SIGNS—SECOND LIST OF SIMPLE-CONSONANT WORD-SIGNS.....	40
XII VOWEL AND DIPHTHONG WORD-SIGNS.....	45
XIII TICKS	48
XIV PREFIXES AND AFFIXES— <i>con-, com-, accom-, -ing the, -ing a, -ing an, -ing and</i>	53
XV S AND Z AT THE BEGINNING, AND AT THE END OF A WORD.....	56
XVI W AND Y, DIFFERENT MODES OF EXPRESSING....	59
XVII W AND Y, DIFFERENT MODES OF EXPRESSING (<i>continued</i>)—WORD-SIGNS CONTAINING <i>Brief Way</i> OR <i>Brief Yay</i> .—LIST OF CONTRACTIONS.....	64

LESSON	PAGE
XVIII <i>H</i> , DIFFERENT MODES OF EXPRESSING.....	70
XIX <i>Ar</i> AND <i>Ray</i> , USES OF	75
XX <i>Lay</i> AND <i>El—Ish</i> AND <i>Shay</i> , USES OF.....	79
XXI INITIAL HOOKS.....	85
XXII INITIAL HOOKS (<i>continued</i>).....	94
XXIII INITIAL HOOKS (<i>continued</i>).....	99
XXIV INITIAL HOOKS, WORDS ADDED BY.....	103
XXV FINAL HOOKS.....	108
XXVI FINAL HOOKS (<i>continued</i>).....	117
XXVII FINAL HOOKS (<i>continued</i>).....	121
XXVIII FINAL HOOKS (<i>continued</i>).....	126
XXIX WIDENING	129
XXX LENGTHENING	133
XXXI HALVING	139
XXXII HALVING (<i>continued</i>).....	146
XXXIII HALVING (<i>continued</i>).....	151
XXXIV HALF-LENGTH WORD-SIGNS AND CONTRACTIONS .	157
XXXV CONTRACTED PREFIXES.....	166
XXXVI CONTRACTED PREFIXES (<i>continued</i>).....	172
XXXVII WORD-SIGNS USED FOR PREFIX-SIGNS.....	179
XXXVIII CONTRACTED AFFIXES.....	185
XXXIX CONTRACTED AFFIXES (<i>continued</i>)	191
XL OMISSION OF CONSONANTS.....	197
XLI PHRASE-WRITING.....	203
XLII OMISSION OF WORDS	213
OUTLINES FOR NAMES OF STATES AND CAPITALS..	216
SUPPLEMENTARY LISTS OF WORD-SIGNS, CONTRACTIONS, AND PHRASE-SIGNS.....	221

GRAHAM'S AMANUENSIS PHONOGRAPHY

INTRODUCTORY

1. **Elements of Phonography.**—Phonography is a system of writing based upon the sounds of the language. Its alphabet, unlike the common one, has a letter for each distinct sound.

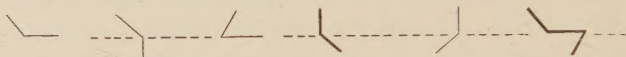
2. As only the *sounds* of a word are represented in phonography, silent letters in the common spelling, as *a* in *tea*, *b* in *doubt*, *c* and final *e* in *scene*, *l* in *calf*, *ugh* in *dough*, *though*, etc., are not expressed.

3. The consonant sounds are represented by strokes, and the vowel sounds by dots and dashes placed beside them. For convenience in learning the system, therefore, the consonant signs are taught first.

4. **Directions for Writing.**—Hold the pen between the thumb and first finger in the manner usually taught for longhand, and make the characters carefully. Do not, at first, try to write rapidly. Speed in phonographic writing is the result, principally, of familiarity with phonographic letters and principles. Use good ruled writing paper and good fluid ink. When facility with the pen has been acquired, it will



8 *Graham's Amanuensis Phonography*

9. **Joining the Consonant Strokes.**—All the consonants in a word should be written without lifting the pen; thus:

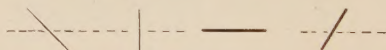


Pee-Kay, Pee-Tee, Chay-Kay, Dee-Bee, Tee-Chay, Bee-Gay-Jay.

10. The hyphen (-) between sign-names indicates that the strokes they represent are to be joined.

11. When the first stroke of a word is horizontal and the second descending, the horizontal stroke is written the height of a Tee above the line of writing; thus:  Kay-Pee,  Gay-Jay.

12. When a straight stroke is repeated, the two are written as one stroke; thus:





Pee-Pee, Tee-Tee, Gay-Gay, Jay-Jay.

13. When a light and a heavy consonant are joined without an angle, they are written without stopping the pen, the heavy sign tapering to the light one; thus:

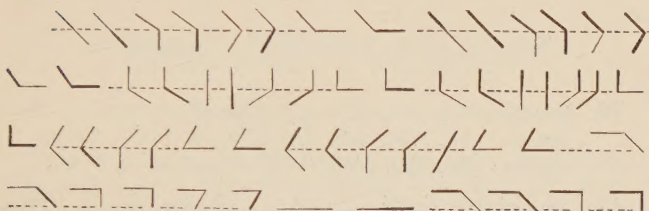


Pee-Bee, Bee-Pee, Tee-Dee, Kay-Gay, Gay-Kay.

14. (a) The slant of a sloping consonant may be considerably varied in order to secure an easy junction with a preceding or following stroke. (b) The ease of junction between signs joined at an angle is in proportion to the sharpness of the angle. Hence the junction becomes easier between Pee and Tee, by giving more than ordinary slant to Pee; thus:  instead of 

15. **Outlines.**—The consonant signs of a word, when properly joined, are called its “outline.”

SECOND READING EXERCISE.



SECOND WRITING EXERCISE.

Write the outlines for the following words:

Pop, pity, Peddie, pitch, page, peek, peg, bob, beauty, body, batch, badge, bake, beg, tape, tub, tattoo, toady, touch, take, tug, deep, dub, duty, dado, ditch, dodge, deck, dug, cheap, chub, chatty, check, chug, Jap, jab, jetty, Jeddo, judge, joke, jug, cup, cap, kitty, caddy, catch, cage, cake, keg, gap, gab, gutta, gaudy, gag, gawk, gewgaw.



LESSON II.

CONSONANT STROKES—*Continued.*

16. SIGN: (((())))
 NAME: Ef, Vee, Ith, Dhee, Es, Zee, Ish, Zhay.
 POWER: foe, vim, think, them, so, zeal, show, usual.

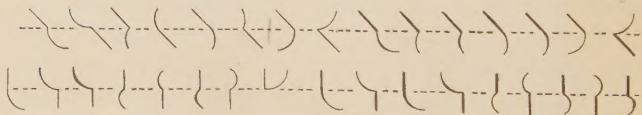
17. The above signs, except \searrow sh, are *always* written downward.

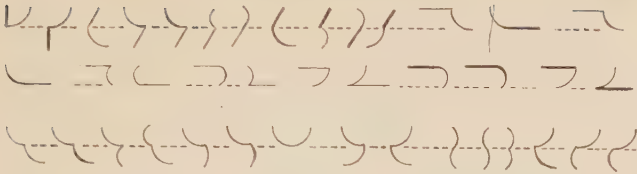
18. (a) When standing alone, 丿 sh is always written downward. (b) When joined with other *stroke-signs*, it may be written downward or upward, according to convenience; thus: ㄥ sh-k, ㄴ d-sh. (c) When written downward it is called *Ish*; when written upward, *Shay*.

19. **Joining the Consonant Strokes, Continued.**—When a heavy curve and a heavy straight consonant are joined without an angle, they should be of equal width at the point of junction; thus:  Vee-Gay,  Dee-Vee.

20. Other combinations of the straight and curve consonants so far explained, and of two curves, should be made as shown in the following examples:

THIRD READING EXERCISE.














THIRD WRITING EXERCISE.


Write the outlines for the following words :





Puffy, fop, path, Ethiopia, pussy, asp, push, shop, above, bath, bathe, Bessie, busy, bush, shabby, taffy, fatty, veto, tooth, theta, teeth (*verb*), Tasso, Estey, tissue [Tee-Shay], defy, Fido, Davey, avowed, death, thud, dais, daisy, dash [Dee-Shay] shadow, chaffy, fetch, vouch, thatch, eschew, Java, Jessie, Joshua, coffee, fig, covey, evoke, coothay, thick, cosey, ask, cash, shake, Gussie, gauzy, gush, shaggy, fife, five, faith, thief, fussy, fuzzy, fish [Ef-Shay], fishy [Ef-Ish], chef, sayeth, see-saw, shave, sheath, sheathe.

LESSON III.



CONSONANT STROKES—*Continued.*



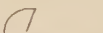

21. SIGN:         
 NAME: Lay, Ar, Ray, Em, En, Ing, Way, Yay, Hay
 POWER: low, rim, me, no, wing, woe, yew, hew

22. (a) When standing alone,  l is always written upward. (b) When joined to another stroke-sign, it may be written upward or downward, according to convenience. (c) When written upward, it is called Lay; and when written downward, El; thus:

 Lay-El,  Lay-Em,  El-Gay,  El-Ing.

23. Ar, Way, and Yay are always written downward.

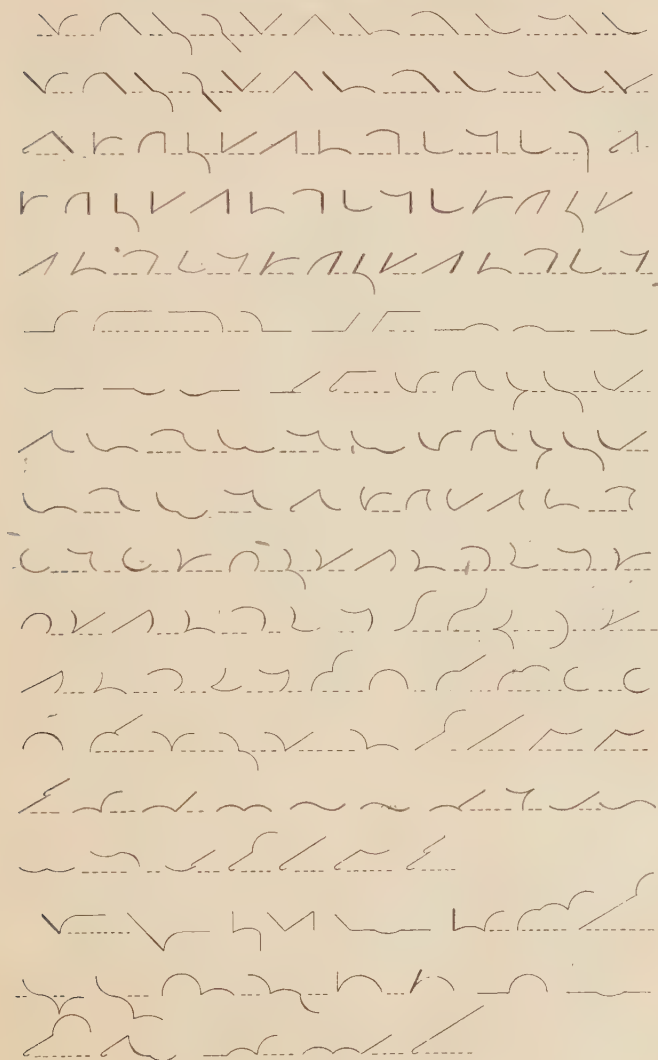
24. (a) Ray, the straight sign for r, is always written upward—and, when standing alone, at a slant of about thirty degrees. (b) It is thus distinguished from Chay, which, standing alone, slants about sixty degrees, that is, less than Ray; thus:  Chay,  Ray. (c) When Chay and Ray are joined to other stroke-signs, they are easily distinguished by their direction, Chay being always written downward, and Ray upward; thus:

 Kay-Chay,  Kay-Ray,  Lay-Chay,  Lay-Ray.

25. Em, En, and Ing are written from left to right.

26. Hay is always written upward.

FOURTH READING EXERCISE.



FOURTH WRITING EXERCISE.

In this and in subsequent exercises, to Lesson XXXIV, write Shay for *sh*, and El and Ar for *l* and *r*, when those letters are printed with small capitals; thus: SHawl, Shay-Lay; Lion, El-En; Room, Ar-Em.

1. Pale, lap, poor, Europe, parry, rap, palm, map, nap, ping, bell, lobe, baR, orB, bureau, rob, beam, mob, bony, knob, bung, bohea, hobby, tale, allot, tare, tarry, rate, tame, motto, tunny, naughty, tongue, await, haughty, dale, lady, dare, dory, road, dame, meadow, deny, needy, ding, chill, latch, chaR, cherry, rich, match, china, niche, jail, lodge, jaR, Jerry, rage, gem, image, Juno, nudge, cool, lake, cure, ark, curry, rock, came, make, canny, neck, king, ink, Kehoe, hockey, folly, life, foul, fur, ferry, fame, muff, funny, fang, valley, love, viLe, veer, vim, move, heavy, thill, lath, theory, wrath, theme, mouth, assail, lassie, soweR, Assyria, racy, assume, mossy, assignee, Nassau, zeal, lazy, zero, rosy, asthma, mazy, Zeno, noisy, sHeL, lash, shower, Irish, sherry, rash, shame, mash, shiny, gnash, lull, loweR, Laura [Lay-Ray], Luna [El-En], Long, leeway, Lehigh [Lay-Hay], ORal, eRRoR, auRora, Rum, rally, roar, rainy, ring, re-hew, mail, merry, mum, many, among, Omaha, kneeL, narrow, name, ninny, ennui [En-Way], holy, hurry, honey, ha-ha.

2. Bulk, public, tomato, purity, picnic, dimly, lamely, rarely, fairly, farm, alarm, Remove, tailoR, jailer, cooler, conic, holieR, Havana, comely, memory, horror.

LESSON IV.

VOWELS.

27. (a) Vowel sounds are simple and compound. (b) The compound vowel sounds are called *diphthongs*. They will be explained in another lesson. (c) In the common writing and printing the simple vowel sounds are represented by *a, e, i, o, u* (each of which represents more than one sound), and sometimes by *w* and *y*. Phonography has a sign for *each* vowel sound.

28. The signs of the simple vowel sounds are a dot and a dash. By making them *heavy* and *light*, and writing them in THREE places at the side of the consonant strokes, *twelve different signs* are obtained, which, for *ordinary* purposes, are sufficient for the representation of the simple vowels.

REMARK 1.—The word *vowel* is used to signify the sign as well as the sound.

REM. 2.—Writing the vowels in their proper places is called vocalizing or vocalization.

29. Vowels are called *first-place, second-place, or third-place* vowels according as they are written opposite the beginning, middle, or end of a consonant stroke. “Long” vowels are represented by HEAVY signs; “short” vowels by *light* ones.

REM.—The letter Tee, being the most convenient to use with type, is commonly used to show the positions of the vowels.

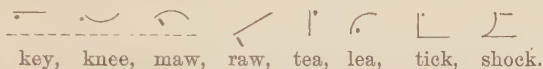
30. **First-Place Vowels.**—(a) The sound expressed by *ē* as in *eel, eve, ear*; by *i* in *pique, ravine*; and *ie* in *lief* is represented in phonography by a HEAVY dot written at the side of the *beginning* of a consonant-stroke; thus: ' | (b) The sound of *ī* as in *it* is represented by a *light* dot in the same place; thus: | (c) The sound of the word *awe* is a vowel; and no matter how it may be expressed with the common letters (as in *law, laud, long, lost, ought, aught, cough*), in phonography it is always represented by a HEAVY dash written at the side of the *beginning* of a consonant stroke; thus: | (d) The sound of *ō* as in *on* is represented by a *light* dash in the same place; thus: |

31. (a) As first-place vowels are written at the side of the *beginning* of a consonant stroke, it is evident that the *direction* of the stroke must be considered when placing the vowels. Ray, which is always written upward, *begins*, of course, at the bottom. Carefully observe the following: \ paw, / raw, / itch, / rich. (b) But as the strokes for *l* and *sh* are sometimes written upward and sometimes downward, the vowel must be placed accordingly; thus: (lea, (league, / shawl, / shop. (c) As a horizontal stroke is written from left to right, a first-place vowel is written above or below the beginning of the stroke; thus: --- eke, --- maw, --- knee.

32. **Order of Writing and Reading.**—(a) All the consonants of a word should be written before any vowel is placed beside them. (b) When a vowel is placed ABOVE a *horizontal* consonant, or to the left of any other, it is read BEFORE the consonant; thus:



(c) When a vowel is placed BELOW a horizontal consonant, or to the right of any other, it is read AFTER the consonant; thus:



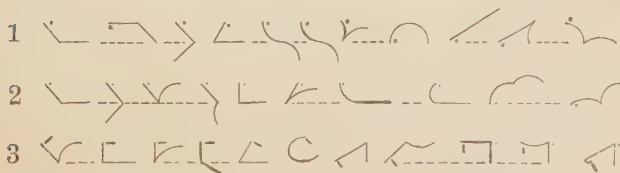
33. **Position of Words.**—Words are written in two positions,—above and on the line—called the “first position” and the “second position.”

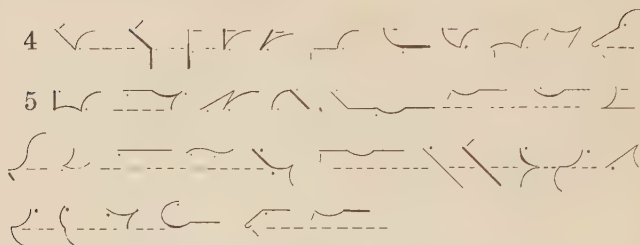
34. (a) Words composed entirely of horizontal consonants should be written in the first position, that is, the height of a Tee above the line, when the only vowel, or the vowel of the accented syllable, is first-place; thus: key, meek, comic.

(b) But words composed entirely of horizontal consonants, and having a second-place or a third-place accented vowel, should be written on the line; that is, in the second position.

35. Words having perpendicular or slanting strokes should be written in the second position; that is, so that the *first perpendicular or slanting stroke* shall rest upon the line of writing; as shown in the following exercise:

FIFTH READING EXERCISE.





FIFTH WRITING EXERCISE.

Cheap, sheep, thief, veal, fish, lip, lick, lily, balk, ball, wrought, maul, pop, coffee, job, jockey, teeth, dizzy, gauzy, lodge, leash, fib, moth, deer, pitch, cock, rob, rim, wreath, collie, rid, thill, beam, key, fop, knotty, niche, rill, tawny, shoddy, loll, rig, theme, conic, hilly, volley, tear, bier, ding, cob, fog, Minnie, Lizzie, ridge, body, dock, sheave, League, leak, gig, dimly, kingly, mealy, mock, dodge, teach, nick, peep, lock, ninny, picnic, kinky, tipsy, pink.

LESSON V.

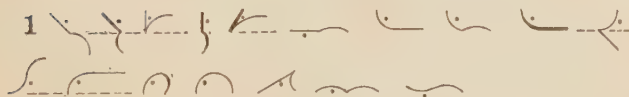
VOWELS—Continued.

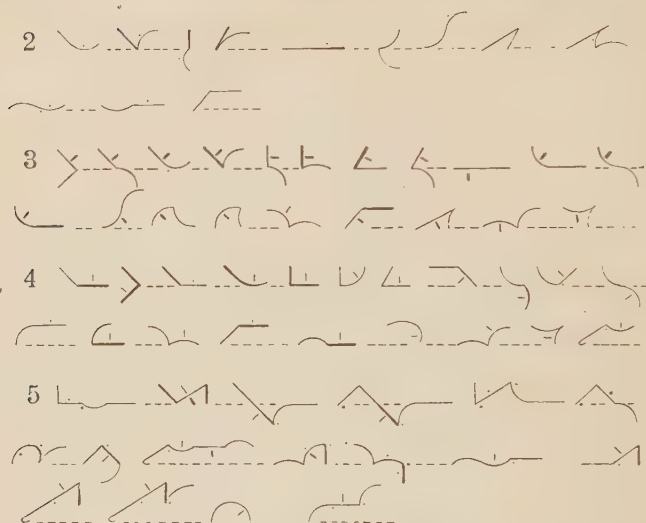
36. **Second-Place Vowels.**—(a) The sound of *ā* in *ale*, of *ai* and *ei* in *air*, *heir*, *skein*, *sleigh*, and *ey* in *prey*, *why*, is represented in phonography by a heavy dot beside the *middle* of a consonant stroke; thus: ·| (b) The sound of *ē* in *met* and *her*, and of *i* in *sir* and *bird* is represented by a light dot in the same place; thus: ·| (c) The sound of *ō*, as in *foe*, and of *eau* in *beau*, is expressed by a heavy dash opposite the *middle* of a consonant stroke; thus: -| (d) The sound of *ū* as in *hut*, is represented by a light dash in the same place; thus: -|

37. **Second-place Vowel between Consonant Strokes**—(a) A “long” second-place vowel, occurring between two consonant strokes, is written *after* the FIRST stroke. (b) A “short” second-place vowel, occurring between two consonant strokes, is written *before* the SECOND stroke; thus:

cape, poke, rake, evoke, death, touch, rug.

SIXTH READING EXERCISE.

1 



SIXTH WRITING EXERCISE.

Page, peek, pope, pup, pale, peg, poet, pair, penny, poach, bake, beg, poke, Puck, bathe, beg, pole, pug, bail, bevy, pore, puffy, bare, bell, poem, purr, tape, Benny, pony, budge, take, deck, both, buck, tale, death, bowl, bug, tare, dell, bore, burr, tame, check, bony, bung, daisy, Jesse, toll, tub, dale, jelly, tore, touch, dare, gem, tome, tuck, dame, Jennie, dole, tug, jail, keg, door, tush, cape, fetch, dome, chub, Katy, fir, joke, chuck, cage, chef, choke, chum, cake, shell, chore, jug, came, Shem, cope, cup, gage, rep, coach, gum, game, ready, coke, fudge, fake, wretch, cozy, fussy, faith, wreck, comb, fuzzy, fair, realm, folk, fur, fame, neck, four, furry, vague, knell, foam, shuck, shape, voguc, shove, shake, thole, luck, shave, shoal, Lug, shale, lope, rum, shame, lobe, rub, lady, loaf, rut, lake, loath, ruddy, lathe, rug, lazy, lore, muddy, lair, loam, muck, lame, Roam, muff, rape, rope, mussy, rate, robe, mull, raid, rote, mum, rage, rode, nub, rake, rogue, nutty, wraith, rosy, nudge, racy, roll, null, rail, roar, honey, rare, mope, make, mole, male, nosy, maim, knoll, nape, gnome, nail, holy, name.

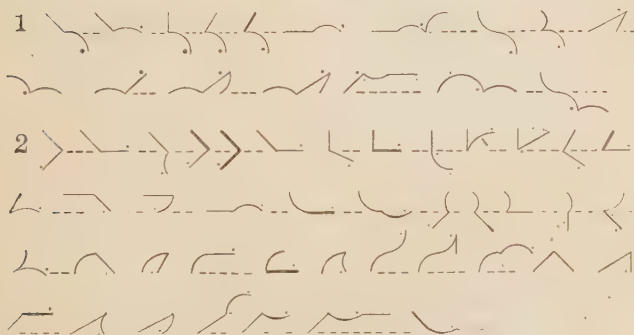
LESSON VI.

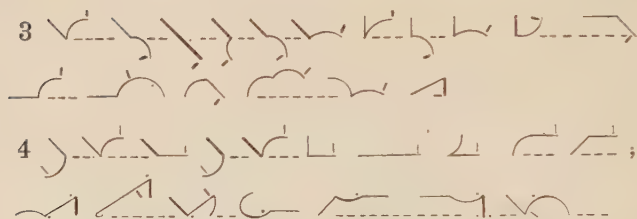
VOWELS—*Continued.*

38. **Third-Place Vowels.**—(a) The sound of *ä*, as in *arm*, *art*, *calm*, *heart*, is represented in phonography by a heavy dot beside the *end* of a consonant stroke; thus: .| (b) The sound of *ǣ*, as in *at*, *tack*, is represented by a light dot in the same place; thus: .| (c) The sound of *ōō*, as in *poor*, is represented by a heavy dash beside the end of a consonant stroke; thus: -| (d) The sound of *ōō*, as in *foot*, is represented by a light dash in the same place; thus: -|

39. **Third-place Vowel between Consonant Strokes.**—A third-place vowel occurring between two consonant strokes is written *before* the SECOND stroke, as shown in the following exercise :

SEVENTH READING EXERCISE.





SEVENTH WRITING EXERCISE.

ARK, mark, lark, arch, marsh, army, arvica, far, farm, bar, Czar, calm, calmly, balm, alarm, tarry, rack, shack, alack, tack, Harry, marry, shallow, lash, lashed, mash, gnash, dash, cash, fang, rap, gap, sham, Ram, map, lap, pallor, rally, nap, bank, tank, shank, rank, wrath, lath, tool, pool, loop, poor, moor, loom, doom, cool, cooler, douche, boor, Moorish, rouge, tomb, rood, Room, boom, moody, coop, shook, took, cook, pull, book, tooth, bush, look, looked [Lay-Kay-Tee], rook.

LESSON VII.

DIPHTHONGS.

40. A diphthong, or compound vowel, is a union of two simple-vowel sounds pronounced in one syllable.

41. The four diphthongs most commonly used are represented in phonography by small angular marks; thus:

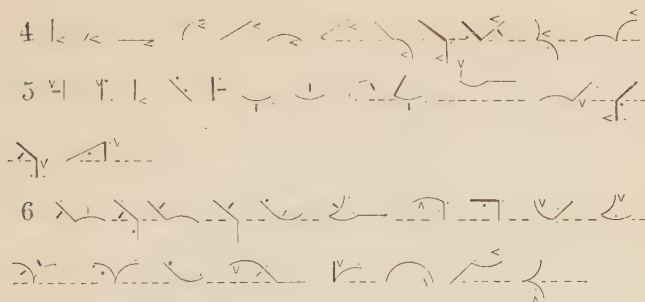
	represents <i>ai</i> or <i>i</i> , as in <i>aisle</i> , <i>ire</i> .
	“ <i>oi</i> or <i>oy</i> , “ <i>oil</i> , <i>loyal</i> .
	“ <i>ou</i> or <i>ow</i> , “ <i>out</i> , <i>tower</i> .
	“ <i>u</i> or <i>ew</i> , “ <i>tune</i> , <i>mew</i> .

42. The diphthong signs should always be written as shown above; that is, the sign for *i* should always point downward and be in the first position; that for *oi* in the same position and point upward; those for *ou* and *u* are always written in the third position, *ou* pointing upward and *u* to the left, as shown in the following examples:

pie, shy, lie, toy, roil, bough, row,

mouth, pew, cue, view, sue, rue, rule.

43. **Certain Diphthong Signs Joined.**—*i* or *oi*, when beginning a word, and *ou* and *u* when ending one, may be joined to the consonant, if the junction is easy;



EIGHTH WRITING EXERCISE.

1. Pie, pipe, pike, pile, vile, mile, Nile, ripe, tire, pyre, mire, rite, lyre, chyme [Kay-Em], chime, rhyme, type, dime, knife, gibe, fife, like, mica, ninth, icy, ire, Isaac, eyed, lie, lime, chyle [Kay-Lay], shy, nigh, awry, dike, rye, fire, mighty, guide, mileage, wright, aisle, tile, alight, file, filer [Ef-Lay-Ar].

2. Annoy, ahoy, toy, toil, toiler, coy, foil, foiler, boil, boiler, royal, loyal, coil, coiler, roil, buoy, buoyancy, decoy, joy, joyous, oil, oiler.

3. Cowl, row, vow, cow, allow, endow, bough, fowl, fowler, avow, mouth, mow, rout, rowdy, howdah.

4. Hew, hewer [Hay-Ray], renew, lure, pure, lieu, mule, beauty, renewed, duty, cue, chew, mew, bureau, tube, cube, cubic, acute, fuel, renewal, view, allure, yew, adieu.

5. Maria, Judea, doughy, Noah, Louis (lōō'ī), Ionic, idea, radii, Genoa, payee, iota, dewey, Obadiah, Owen.

6. Pwan, piety, bias, fiery, oceanic, opium, gaiety, hyoid, aureola, moiety, opiate, peon, myopic, poet, dyer, shyer, aerial, Cheyenne, poem, royal, buoyant.

7. Shower, power, dual, towel, cower, lower (to be dark), dowel, bower.

LESSON VIII.

WORD-SIGNS.

46. For the representation of the consonant and vowel sounds of the language there have now been presented separate signs, and methods of combining them. But, brief as these signs are, they cannot be written fast enough, even by the most expert phonographer, to keep pace with speech at an ordinary rate of utterance. Therefore some briefer methods had to be devised. One is to represent many of the more common words—those that occur very frequently—with but a part of their consonant or vowel signs. These parts, when made with a single pen movement, are called Word-Signs, and the words they represent, Sign-Words. With the exception of about twenty-five words which are represented by vowel and diphthong signs, consonants are used as word-signs.

47. **Position of Word-Signs.**—(a) Consonant word-signs are written in three positions (first, second, third) as shown in the engraving (see paragraph 50). This is to save time by indicating or suggesting the vowel (or the *accented* vowel) instead of writing it. (b) The “superior” figures printed with the names of the signs indicate the position of the sign, and should be named when memorizing the lists. For instance, Pee² should be pronounced “Pee two, *up* ;” Tee³, “Tee three, *at* or *out*.”

48. **Position Changed to Avoid Confusion.**—It is necessary to write the signs of a few sign-words out of the

position denoted by their only (or their *accented*) vowel, to prevent their being confounded with other words (of the same consonants), which, according to the rule, would occupy the same position. *Any*, for example, is written above the line, En¹, to prevent its being mistaken for *no*, En², while *him* is written on the line, Em², so that it may not be mistaken for *me*, Em¹. For the same reason, *own* is written by En³ to distinguish it from *no* or *know*, En².

49. Position Changed for the Convenience of the Writer.

—Some word-signs which properly belong to the first or third position are put in the second position, because that is the most convenient for the writer. *Do* and *be* for this reason occupy the second position, though *do* properly belongs to the third position, and *be* to the first.

50. The following is a partial list of

Simple-Consonant Word-Signs :

NAMES:	Pee ² ,	Pee ³ ,	Bee ¹ ,	Bee ² ,	Bee ³ ,	Tee ² ,	
SIGN-WORDS:	up,	hope,	happy,	by,	buy,	be,	to be, it,

Tee ³ ,	Dee ¹ ,	Dee ² ,	Dee ³ ,	Chay ¹ ,	Chay ² ,	Chay ³ ,
at, out,	dollar,	do,	had,	each,	which,	much,

Jay ² ,	Jay ³ ,	Kay ¹ ,	Kay ² ,	Gay ¹ ,
advantage,	large,	common,	kingdom,	come, give-n.

Gay ² ,	Ef ¹ ,	Ef ² ,	Ef ³ ,	Vee ¹ ,	Vee ² ,	Vee ³
together,	if,	for,	few,	ever,	have,	however,
Ith ²	Ith ³	Dhee ¹ ,	Dhee ² ,	Dhee ³ ,		
think,	thank-ed,	thee, thy,	them, they,	though,	thou,	
Es ¹ ,	Es ² ,	Es ³ ,	Zee ² ,	Zee ³ ,	Ish ¹ ,	
see,	so,	us, use (<i>noun</i>),	was,	use (<i>verb</i>),	she, wish,	
Ish ² ,	Zhay ² ,	Lay ² ,	Lay ³ ,	Ar ¹ ,		
shall, shalt,	usual-ly,	will, wilt,	whole,	her, hear,	here,	
Ar ²	Ar ³ ,	Em ¹	Em ² ,	En ¹ ,		
are,	our, hour,	me, my,	am, him, may,	any, in,		
En ² ,	En ³ ,	Ing ¹ ,	Ing ²	Way ¹ ,	Way ² ,	
know, no,	own,	thing,	language,	why,	way,	
		Way ³ ,	Yay ² ,			
		away,	your.			

REM. 1.—When a word-sign represents two or more words, they are of different parts of speech, or have some other difference, by which, in connection with the context, they may be readily distinguished.

REM. 2.—Bee³, *to be*, is included in the list of word-signs because it has been in such lists for many years. Strictly speaking, it is a *phrase-sign*.

51. **Derivatives.**—(a) One or more sounds prefixed or affixed to a word to form a derivative, may be called a *formative sound*, or simply a formative. (b) A derivative from a word-sign may almost always be formed by adding, by some convenient sign or mode of writing, the formative sound; thus: \nearrow large, \nwarrow largely. (c) On this principle are formed the following signs, which should be memorized: \swarrow happily, \nearrow enlarge, \neg commonly, \sim uncommon, \supset unusual-ly.

PUNCTUATION.

52. The mark of a period, \times or $--/--$, is the most frequently-used sign of punctuation employed in note-taking. A period may also be indicated by a considerable space between the last word of one sentence and the first of the next. But the second of the above marks is more generally employed by amanuenses and reporters. The following marks of punctuation are also used in phonographic books and correspondence, and occasionally in note-taking:

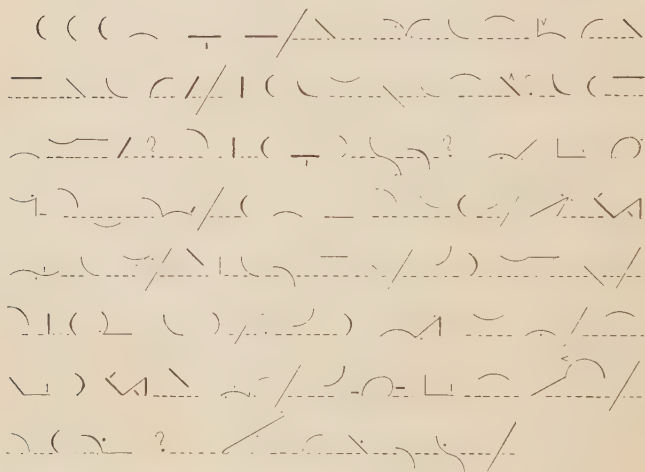
Colon	:	Parenthesis.....	()
Semicolon	;	Brackets	[]
Comma	,	Doubt	(?)
Hyphen.....	"	Pleasantry or jest.....	§
Dash.....	\sim	Applause	(a)
Interrogation.....	?	Capital letter, by two short	
Paragraph.....	$//$	lines; thus: \supset Rome.	

53. **Proper Names.**—(a) When the pronunciation of a proper name is doubtful, write the name in long-

hand. (b) The *initials* of proper names should usually be written in longhand.

54. **Numbers** are usually expressed by the common figures. Occasionally it is more convenient to employ the phonographic sign for the *name* of the number.

NINTH READING EXERCISE.



NINTH WRITING EXERCISE.

1. If they ever come together, she will wish them to be happy. 2. Which do they say shall be given away? 3. Why was your boy given so much advantage? 4. Was Tom in Rome in time to be your guide? 5. Maria came back by rail. 6. Her baggage was unusually heavy. 7. Take them away; they have no right to be here. 8. My shop was in Newark [En-Ar-Kay], Ohio, Long [El-Ing] ago. 9. Was she unusually happy?

2. Radii, iota, Ionic, payee, Judea, Noah, dewey, idea, Owen, doughy, Obadiah, Louis, Genoa.

LESSON IX.

THE CIRCLE FOR S AND Z.

55. (a) On account of the frequent occurrence of the sounds of *s* and *z*, they are represented sometimes by the stroke signs)), but far oftener by a small circle, °, which is particularly convenient for joining. (b) The name of the small circle is Iss.

56. Iss is joined—

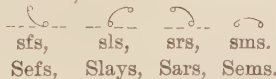
1. To Straight Strokes—by a motion contrary to that of the hands of a clock; thus:



sps, sts, schs, sks, srs.

NAMES: Spees, Stees, Iss-Chays, Skays, Iss-Rays

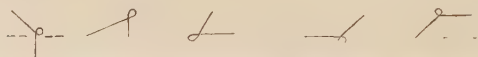
2. At the beginning of Hay—by making the hook into a circle; thus: sh; named Iss-Hay.
3. To Curves—by following the direction of the curve; thus:



sfs, sls, srs, sms.

Sefs, Slays, Sars, Sems.

4. Between Ray and Hay—on the right-hand side; thus: Rays-Hay.
5. Between Straight Strokes—(a) forming an angle—on the outside of the angle; thus:



Pees-Tee, Rays-Tee, Chays-Kay, Kays-Ray, Rays-Kay.

(b) in the same direction, by a motion contrary to that of the hands of a clock; thus:



Kays-Kay, Chays-Chay, Hays-Ray. *Except* Rays-Hay.

6. Between Curves—(a) on the concave side of the first; thus:



Ens-En, Ems-Em, Ems-En, Ens-El, Ems-Ith;

(b) except when the convex side is more convenient, as in the following examples:



Efs-Em, Efs-Lay-Tee, Ens-Em.

57. **Rule for Reading a Circle at the Beginning of a Consonant Stroke.**—Iss at the *beginning* of a consonant stroke is read BEFORE the stroke and any vowels placed beside it; thus:

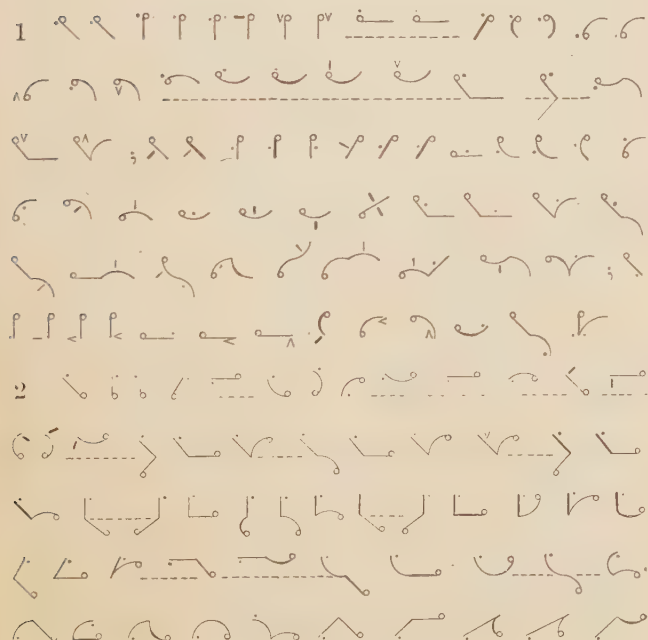
o-pe, s-oap, eel, s-eal, toe, s-tow, low, s-low, no, s-now.

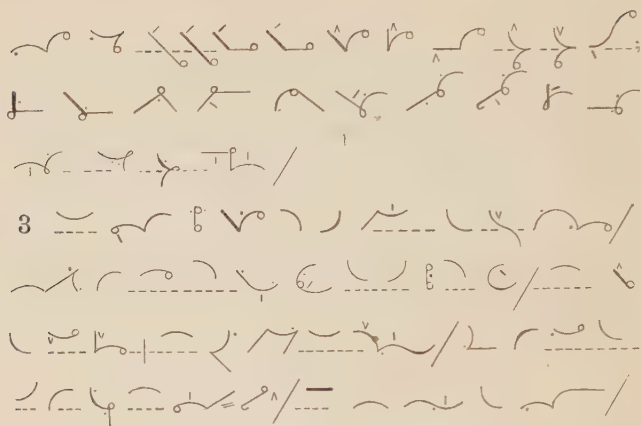
58. **Rule for Reading a Circle at the End of a Consonant Stroke.**—Iss at the *end* of a consonant stroke is read AFTER the stroke and any vowels placed beside it; thus:

pay, pay-s, ease, race, cause, rows.

59. **Caution.**—In such words as task, desk, dusk, it should be observed that the vowel does not occur between two consonant STROKES, but between two consonants, the second of which is represented by a circle; hence the rules of paragraphs 37 and 39 do not apply, and vowels of *whatever* place must be written by the stroke next which they are heard. If, in these cases, the vowels were placed before the Kay, the words would have to be read *tsăk*, *dsěk*, *dsūk*.

TENTH READING EXERCISE.





TENTH WRITING EXERCISE.

1. Sup, soop, sob, sub, sat, soot, stow, suit, stew, such, sage, sack, sag, safe, save, saith, seethe, sauce, saucy, seize, sash, sale, sour, sorrow, psalm, sun, sneeze, song, sang, sway, Soho.

2. Speech, spoke, Sabbath, spathe, spicy, spool, spar, sparrow, spume, subway, scurry, Suffolk, safer, slap, sloop, slack, slag [Iss-El-Gay], solve, slave, sloth, slush, slash, slowly, sirup, survey, smutch, smoke, smack, smooth, smash, smell, small, smear, singer, somehow [Sem-Hay].

3. Pause, pace, pass, boss, buzz, base, baize, eights, oats, toss, toes, adz, odds, odes, daze, dose, doze, dues, chase, choose, ages, jaws, Jews, juice, ekes, ox, oaks, auks, cause, accuse, geese, gauze, goose, face, phase, fuse, eves, vase, vice, voice, views, cease, Zeus, ashes, chaise, shows, oils, lease, lace, loose, lose, ears, ores, erase, race, arouse, rouse, ruse, aims, mace, amaze, moose, amuse, niece, gnaws, nose, noose, ways, wise, yews, hiss, hose, hews.







4. Opposite, upset, pasty, passage, pacify, Pacific, passeth, puzzle, passer, poison, beset, bestow, beside, besiege, beseech, bask, bustle, baser, bosom, basin, business, outside, outset, task, tassel, dispatch, deceit, desk, dusk, disguise, deceive, decease, [Dees-Es], dazzle, desire, dismay, design, chastise, chastity,




chisel, chasten, justice, Joseph, expose, excite, oxide, caused, eask, castle, chasm, gasp, gossip, gazette, gasify, gazelle, physis, physique, fossil, officer, fasten, visit, visage, vessel, visor, thistle, assessor, lisp. Elizabeth, Alaska, Laselle, lesser, elusory, Lessen, Resume, resign, arson, arsenic, rising, mask, musk, music, massive, muscle, misery, miser, miasm, mizzen, mason, nasty, unseat, unsaid, unsafe, nasal, answer, insane, wasp, way-side, wassail, wiser, hasp, hasty, hassock, hazel, hasten.



5. (1) Anna Marsh will come back in six months. (2) She speaks four languages nicely. (3) Elizabeth Jackson and Maria Dickson will sail for Italy in July. (4) Paul Barrows writes essays for six magazines. (5) Nellie Jacobson will marry Tom Bailey in Albany.

LESSON X.

LOOPS—SES-CIRCLE.

60. **The Stěh-Loop.**—(a) A small loop at the *beginning* of a consonant stroke represents *st*; thus:  st-p, as in *step*;  st-t, as in *state*. (b) At the *END* of a stroke it may represent *st*, as in *past*; or *zd*, as in *dazed*. (c) This small loop is named Stěh, or the sound of *st* is joined with the name of the stroke to which the loop is joined; thus:  Stěh-Bee;  Stěh-Tee:  Bee-Stěh or Beest;  Stěh-Ar or Star.













61. **The Ster-Loop.**—(a) A large loop at the *end* of a consonant stroke represents *str*; thus:  p-str, as in *pastor*. (b) The large loop is named Ster,—always without the accent when joined with the name of the stroke; thus:  Bee'ster,  Dee'ster. (c) The Ster-loop is never used for *str* at the beginning of a word, as in *strap*.




62. The loops are used occasionally in the middle of a word; as in  testify,  mastership.





63. **Ses- or Sez-Circle.**—(a) A large circle joined to a consonant stroke may represent without vocalization either of the syllables *ses*, *sez*, *zes*, or *zez*. (b) The large circle may be called either Ses or Sez. (c) When any other vowel than *ě* occurs between the two consonants represented by Ses, it may be expressed by writing its sign within the circle; thus:





seissors, Cicero, Caesar, saucer, sizer. (d) As *e* is the vowel in the sign-name, it need not be written.

64. **Ses is Used.**—

1. At the end of words—principally in the representation of the plurals of nouns and the third person singular of verbs ending with *s*, such as  passes,  causes,  faces; and in such words as  synopsis,  analysis,  amaurosis,  synthesis.
2. Occasionally in the middle of a word; as in  necessary,  exhaust.
3. Sometimes at the beginning of words, for such syllables as *sis*, *sus*, *sauc*, in words like  system,  Sussex,  saucer.

65. (a) **S** or **Z** may be added to a loop or large circle; thus:  p-sts, as *posts*;  p-strs, as *posters*,  p-ss-s, as *possesses*. (b) These signs are named respectively Peests, Peesters, Peeses-Iss.

66. The Steh-loop or the Ses-circle at the *beginning* of a stroke is read first; thus:  st-eep,  st-out,  sēs'ame,  Sūs'an.

67. At the *end* of a consonant stroke the loops and circles are read last; thus:  pa-st,  ga-zed,  ma-ster,  ba-ses.

faced, effaced, fast, fasts, foist, vest, vests, voiced, assist, assists, list, lists, laced, lost, loosed, aroused, roused, moist, massed, amassed, mused, amused, noised, nest, waste, west, yeast, hazed, hoist, hoists.

3. Paces, passes, pauses, possesses, abscess, abscesses, tosses, doses, dozes, chooses, Jesus, causes, gazes, fuses, vices, ceases, leases, losses, loses, erases, races, ruses, muses, amuses, noises.

4. Palest, poorest, purest [Pee-Rayst], terrorized, denounced, fenced, evinced, renounced, memorized, announced, harnessed.

5. Ancestors, monsters, Munster.














6. Supposes, terrorizes, disposes, discusses, forces, theorizes, renounces, memorizes, announces, emphasizes.




7. (1) Paul Custer rode my mare forty miles last Sunday. (2) She came back lame. (3) My son denounced him for it.

LESSON XI.

ISS, SES, AND STEH ADDED TO WORD-SIGNS.

68. Iss may be added to word-signs to indicate —

1. The plural number, or possessive case, of a noun; thus:  thing,  things;  kingdom,  kingdoms or kingdom's.
2. The third person singular of a verb in the present tense; thus:  come,  comes.
3. The addition of *is* or *his*, *as* or *has*, principally to pronouns, conjunctions, and adverbs; thus: | it,  it is *or* it has;  if his;  so as.
4. The addition of *his* (and by advanced writers, *us*) to prepositions; thus:  for,  for his (*or* for us).
5. The addition of *-self* to pronouns; thus:  him,  himself.

69. When a word-sign representing a verb ends in Iss, the third person singular of the present tense is indicated by Ses; thus:  influence,  influences; the perfect participle, by Steh; thus:  influenced.

70. Ses is attached to signs of pronouns to indicate the addition of *-selves*; as to the sign for *them*, for *themselves*; to the sign for *our*, for *ourselves*.

71. (a) Ses may be substituted for Iss, the sign for *is* or *his*, as or *has*, to indicate the addition of *is* or *his*, as or *has*. (b) *Is* or *has* may be added to the sign for *this* or *thus*, by writing Ses instead of Iss.

72. The following are the remainder of the

Simple-Consonant Word-Signs :

Iss-Bee²,	Iss-Bee²:Dee³,	Tees²,	Tees³,	Kays¹,	Iss-Vee²
subject,	subjected,	its,	itself,	because,	several,

Dhees¹,	Dhees²,	Dhees³,	Dheeses²,	Iss¹,
these,	this,	th ^{ose} _{us} ,	this ^{is} _{has} or themselves,	is or his,

Iss²,	Ses¹,	Ses²,	Steh²,	Ars¹,
as or has,	is ^{as} _{his} his ^{is} _{has} ,	as ^{h-is} _{has} has ^{his} _{as} ,	first,	her ^s _{self} ,

Ars³	Arses³,	Ems¹,	Ems²,	Ens¹,
our ^s _{self} ,	ourselves,	myself,	himself,	influence,

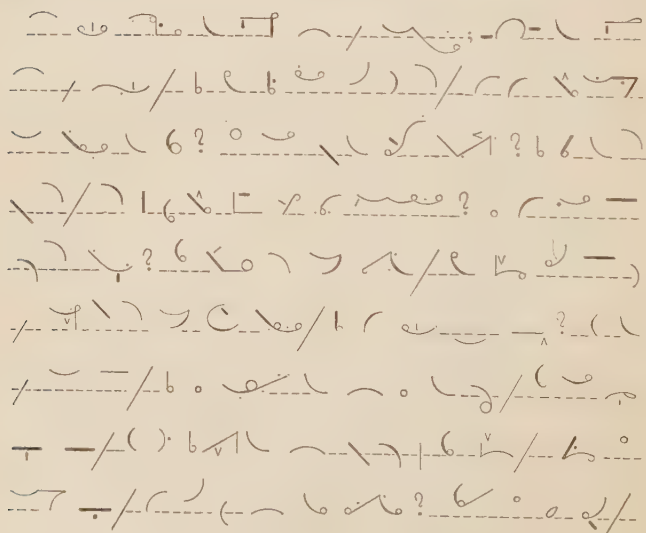
Enses¹,	Enst¹,	Yays²,	Yayses².
influences,	influenced,	your ^s _{self} ,	yourselves.

REM. 1.—(a) **Are**, when written separately, is represented by **Ar**. (b) Ray is occasionally the most convenient sign for *are* when joined to other words; as: , *these are*.

REM. 2.—**Thyself** may be indicated by adding Iss to the sign for *thy*.

REM. 3.—**Derivatives from Sign-Words.**—To represent a derivative from a sign-word, add to the sign of the primitive the additional consonant or consonants of the derivative, usually joining them if the last consonant of the primitive is represented in its sign; but generally *disjoining* the additional consonant, if the last consonant of the primitive is *not* represented in its sign. Hence, since the last consonant (sound) of *advantage* (*j*) is represented in its sign, write *advantageous* by JOINING Iss, the additional consonant, to Jay, the sign of the primitive. In like manner, write *advantageously*, by JOINING El, the additional consonant, to the last letter of *advantageous*. But, since the last consonant of *subject* (*t*) is *not* represented in its sign, write *subjected* by DISJOINING Dee, the additional consonant of the derivative; thus; \ | subjected.

TWELFTH READING EXERCISE.



TWELFTH WRITING EXERCISE.

This list of sign-words is arranged according to the common alphabet, and is useful for reference as well as for practice, while learning the signs.

A	H	K
advantage	had	kingdom
am	happy	know
any	[happily]	L
are	has	language
as	has as	large
as has	has his	[enlarge]
as his, as is	have	M
at	hear	may
away	her	me
B	here	much
be	hers	my
because	herself	myself
buy	him	N
by	himself	no
C	his	O
come	his has	our
common	his is	ours
[commonly]	hope	ourself
[uncommon]	hour	ourselves
	however	out
D		own
do	I	S
dollar	if	see
E	in	several
each	influence	she
ever	influences	shall
F	influenced	shalt
few	is	so
first	is as	subject
for	is his	[subjected]
G	it	T
give	its	thank
given	itself	thanked

T	T	W
thee	thus	was
them	thy	way
themselves	thysself	which
these	to be	whole
they	together	why
thing		will
think	U	wilt
this	up	wish
this has	us	
this is	use (noun)	Y
those	use (verb)	your
thou	usual	yours
though	usually	yourself
	[unusual-ly]	yourselves

LESSON XII.

VOWEL AND DIPHTHONG WORD-SIGNS.

73. **Vowel Word-Signs.**—The vowel dots and dashes are employed in various positions, with reference to the consonant strokes, as signs for certain words of which they form a part.

74. **Names of the Vowel Word-Signs.**—(a) When the dot-vowels *ē*, *ā*, *ǣ* are used as word-signs, they are named by the words they represent; as *the-dot*, *a-dot*, *an-dot*, or *and-dot*: or they are named by the *sounds* they represent. Their positions are indicated by “superior” figures (see paragraph 47, *b*). (b) The vowel dashes are written in various directions and positions to indicate their different uses. Because of their resemblance to half-length consonant strokes, (hereafter explained), they take the names of the strokes they resemble, with the suffix *-oid* (signifying *like* or *resembling*) added. For example, *Pee*, *Bee*, *Tee*, *Dee*, *Chay*, *Jay*, and some other strokes, may be shortened to indicate the addition of the sound of *t* or *d*. When so written they are named *Pet* or *Ped*, *Bet* or *Bed*, *Tet* or *Ted*, *Det* or *Ded*, *Jet* or *Jed*, etc. The vowel signs resembling these (differing only in length) are named by adding *-oid*; thus: *Petoid*, *Bedoid*, etc. It is important that these names be learned, for by their use teachers and pupils can converse understandingly about outlines without writing them.

75. **Names of the Diphthong Word-Signs.**—The diphthong word-signs are named by the *sounds* they represent.

76. List of Vowel and Diphthong Word-Signs :

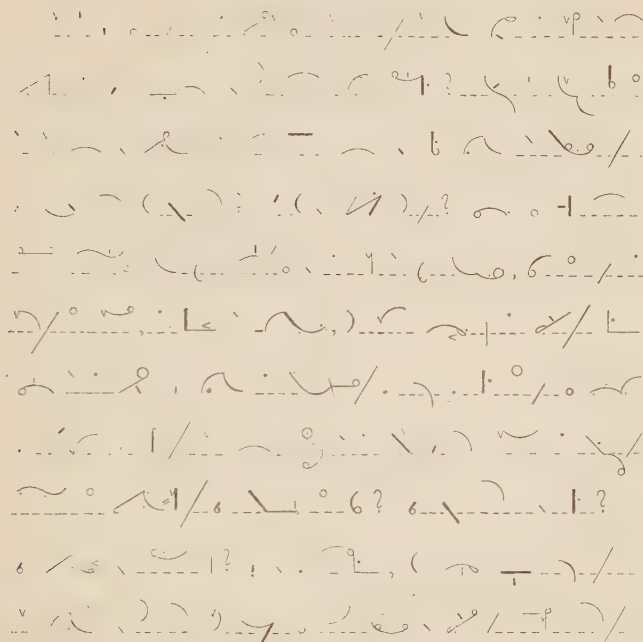
Names :					
	-----ě,		. a,		. . ă,
	ě ¹ ,		ă ² ,		ă ² ,
	the,		a,		an-d,
au,	au,	au,	ö,	ö,	ö,
Bedoid ¹ ,	Dedoid ¹ ,	Jedoid ¹ ,	Petoid ¹ ,	Tetoid ¹ ,	Chetoid ¹ ,
all,	already, awe,	ought,	of,	or,	on,
oo,	o	oo,	oo,	ü,	oo
Bedoid ² ,	Dedoid ² ,	Jedoid ² ,	Petoid ² ,	Tetoid ² ,	Chetoid ² .
two, too,	oh, owe,	who-m,	to,	but,	should.
v			^		
I, eye, high,			how.		

REM. 1.—In rapid writing, *a* is rarely distinguished from *an-d*; and yet no difficulty is experienced on this account in reading phonographic notes, the correct word being very readily determined by means of the context.

REM. 2.—(a) **On** and **should** are generally written downward when standing alone. (b) When joined with other words, the upward direction is usually the most convenient.

77. **Derivatives.**—**Whose** may be written by adding **Iss** to the sign for *who* (Jed'oid²); thus: *whose* (Jeds'oid²). No confusion results from writing Jedsoid² for *who is* or *who has*. **Owes** is expressed by vocalizing Zee; thus: *owes*; **owed**, by vocalizing Dee; thus: *owed*; and **owing** is represented by the word-sign for *owe* with a small dot below it, *owing* (that is Dedoid²:ing). **Eyes**, **eyed**, **eying** are respectively formed by joining the sign for *eye* to Zee, Dee, Ing; thus: *eyes*, *eyed*, *eying*. **Highness**, **height**, **higher** are written thus: *highness*, *height*, *higher*. The first stroke of the *high* may be joined to Lay for **highly**; thus: *highly*.

THIRTEENTH READING EXERCISE.



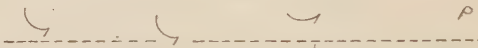
THIRTEENTH WRITING EXERCISE.

1. Susan West goes to Alabama to visit her cousin Nellie Dexter, who-is soon to be married [Em-Ray-Dee].
2. The house has high ceilings [Slay-Ings].
3. Joseph Smithson owes for repairs on his lounge [El-En-Jay].
4. The surface of the lake looked like a highly polished [Pee-Lay-Shay-Tee] mirror.
5. The height of the chimney is four rods.


LESSON XIII.

TICKS.


78. **"The" Joined by a Tick.**—(a) *The* may be expressed by a slanting tick joined to the *preceding* word; thus:



Names: Ef¹-Chetoid, Ef²-Chetoid, En¹-Chetoid, Iss¹-Chetoid,
 if the, for the, in the, is the

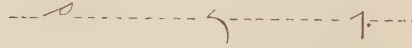


Iss²-Chetoid, Chay²-Retoid, Petoid¹-Chetoid, Petoid²-Chetoid,
 h-as the, which the, of the, to the,



Retoid¹-Chetoid, Tetoid¹-Retoid, Tetoid²-Retoid, Retoid²-Chetoid,
 on the, or the, but the, should the,


(b) And in a few instances to the *following* word; thus:



Retoid²-Steh, Chetoid²-Way, Retoid²-Dee,
 the first, the way, the day.

(c) But, generally, when *the* begins a sentence, it should be expressed by its dot sign.

79. **"A, an, and" Joined.**—*A*, *an*, or *and* may be joined to a preceding or a following word, by a horizontal or a perpendicular tick; thus:



Names: Iss¹-Ketoid, Iss²-Ketoid, Tetoid¹-Ketoid, Tetoid²-Ketoid,
 is a-n, h-as a-n, or a-n, but a-n,

Petoid¹-Tetoid, Petoid²-Tetoid, Retoid²-Tetoid, Retoid¹-Tetoid,
of a-n, to a-n, should a-n, on a-n,

Ketoid¹-Iss, Ketoid²-Iss, Ketoid-Ef²-Tetoid, Ketoid-En¹-Tetoid,
and h-is, and h-as. and for a-n, and in a-n.

REM. 1.—*I*, *an*, or *and* is generally joined to a *following* word; *the* is usually joined to a *preceding* word.

REM. 2.—(a) Observe that *and* *but* is written \neg Ketoid-Tetoid², while *and* *a-n* is \neg Ketoid²-Tetoid. (b) *And* *should* is \neg Ketoid-Chetoid², while *and* *the* is \neg Ketoid²-Chetoid.

80. "I" Joined.—(a) *I* may be joined to a *following* word by one stroke of the sign \neg written, according to convenience, in the direction of Pee or Ray; thus:

NAMES: Petoid-Em¹, Petoid-Lay¹, Retoid-Dee², Retoid-Dee³,
I am, I will, I do, I had,

Retoid-Ith², Retoid-Ith³, Retoid-Ish¹, Retoid-Ish²,
I think, I thank, I wish, I shall.

(b) The *advanced* writer may represent *I* by \neg Tetoid¹; and by either Tetoid or Ketoid, when it is desired to join *I* between two words; thus: \neg if I said, \neg so I am. (c) Tetoid¹ may occasionally be used for *I* at the beginning of a phrase; thus: \neg I should.

REM.—(a) *I*, beginning a phrase-sign, is always written above the line; if necessary, the second word is written out of its proper position, as in *I am*, *I will*. (b) But the sign for *I* may

50 *Graham's Amanuensis Phonography*

belowered a little, so as to leave the second word in its proper position, if by so doing the *I* is still above the line; as in *I had, I thank*.

81. "**How**" **Joined**.—*How* may be joined to a following word by Petoid, Chetoid, or Retoid, written, for the sake of distinction, **BELOW** the line (see paragraph 120); thus:

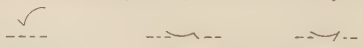


 NAMES: Petoid³-Lay, Chetoid³-Em-En, Retoid³-Sen,
 how will, how many, how soon.

REM.—Advanced writers may safely write *how*, alone, by Chetoid³; thus: --- how.

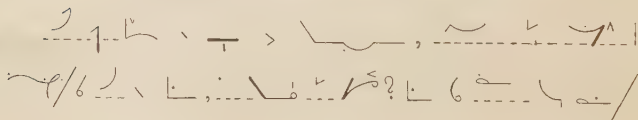
82. **Contraction and Word-Sign**.—For the sake of distinction, the term *Contraction* is employed to denote an imperfect representation consisting of *two* or more consonant strokes (or of one consonant and one vowel stroke), while the term *Word-Sign* is applied to an imperfect representation containing but **ONE** stroke, with or without a circle, loop, or hook. Hence the imperfect representations below for *highly*, *now*, *new* are "contractions"; while the signs for *it*, *had*, *subject*, etc., are "word-signs."

83. For the following words a single stroke of the signs for *i*, *ou*, and *ew* may be joined to Lay and En:



 NAMES: Petoid-Lay¹, En²-Petoid, En²-Chetoid,
 highly, now, new, knew.

FOURTEENTH READING EXERCISE.



52 *Graham's Amanuensis Phonography*

so much to do? 13. I knew they had a-new house. 14. It-is now time to go back. 15. How-soon will they be ready? 16. How-will this do for a-cap? 17. They came but-an hour ago. 18. I-think I-should like to go to-the circus. 19. I-wish I-had a highly polished [Pee-Lay-Shay-Tee] oak desk. 20. (Paragraph 80, b) So-I-must leave, must I? 21. If-I-said it, I-am sorry.

LESSON XIV.

PREFIXES AND AFFIXES.

84. Prefixes "Con-" or "Com-" and "Accom"—(a)

A *light* dot placed at the commencement of a word signifies *con-* or *com-*; (b) a *HEAVY* dot, *accom-*, thus:



conscience, commit, accommodate, accompany.

(c) The writer should accustom himself to writing the signs for these prefixes before commencing the remainder of the word.

85. Affixes "-Ing," "-Ings."—(a)

The affix *-ing* is expressed by a *light* dot at the end of a word; thus: ! doing, —. coming, ~. making; EXCEPT—*generally*—when *-ing* forms the end of a noun or an adjective. In such cases it is usually best expressed by the Ing-stroke (when it can be conveniently added), to which Iss can be joined to form the plural; thus:

~ a being, ~. a casing, ~. an etching.

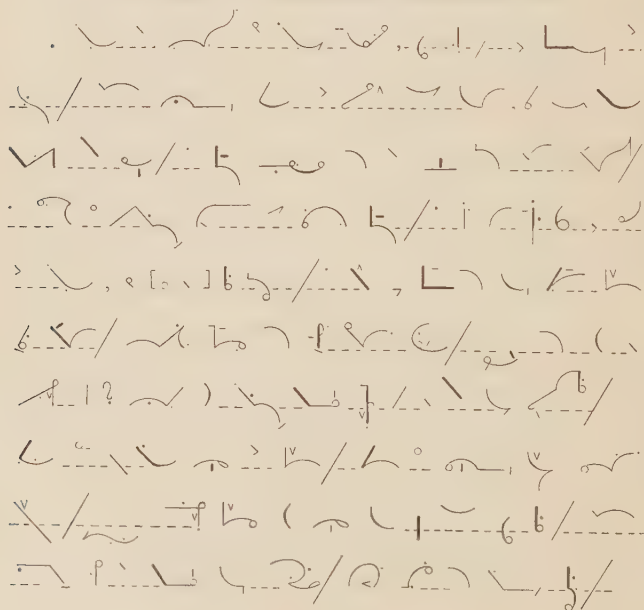
(b) The affix *-ings* is best expressed by Ing-Iss; thus: ~.~ markings; (c) except in a few words where the junction of Ing-Iss is inconvenient. In such cases *-ings* is represented by a *HEAVY* dot at the end of the word.

REM.—The dot should not be employed for *-ing* or *-ings* in words of one syllable, like *ring*, *kings*. In such words the *-ing* or *-ings* is not an affix; because a complete word does not remain when it is omitted.

86. **-Ing the.**—The affix *-ing* and a *the* following may be expressed by writing the tick for *the*; namely, \ Petoid or / Chetoid, in the place of the dot for *-ing*, using the one which varies most from the direction of the preceding stroke; thus; \ showing the, \ paying the.

87. **-Ing a, -ing an, -ing and.**—The affix *-ing* and an *a*, *an*, or *and* following may be expressed by writing the tick for *a*, *an*, *and*; namely, - Ketoid or | Tetoid, in the place of the dot for *-ing*, using the one that varies most from the direction of the preceding stroke; thus: | eating a, eating an, eating and; --- giving a, giving an, giving and.

FIFTEENTH READING EXERCISE.



FIFTEENTH WRITING EXERCISE.












1. She-is a conseientious lady, and-will do her best to accomodate all who come here. 2. Eddie is sweeping the snow off-the back stairs [Steh-Ars]. 3. Elisha [Lay-Shay] and Elias [Lay-Es] wish to go swimming in-the pool of Siloam, but fear-the Arabs [Ar-Bees] will arrest [Arst] them. 4. Absalom is searching in-the thicket [Ith-Kay-Tee,] for an-oriole's [Tetoid-Ar-Lays] nest. 5. Adam is repairing the chimney, but is making an unnecessary [En-Enses-Ray] noise. 6. Amos Bowers is compiling a spelling book. 7. Mary is copying her Lesson nicely.



LESSON XV.





RULES FOR REPRESENTING S AND Z AT THE BEGINNING AND END OF A WORD.



88. When the sound of *s* begins a word, it is represented by Iss,

Except—

1. When *s* is the only consonant sound, as in
 saw,  sigh,  sue.
2. When two vowels follow, as in  séance,
 science.
3. (a) When another *s*-sound follows, as in
 cease,  ceases,  Cæsar,  system,
 society; (b) but when the second *s*-sound is followed by a final vowel, the first is represented by Iss; as in  saucy.

89. The sound of *z* at the beginning of a word is always represented by a *z*-stroke, as  zeal,  Xenia.

90. **Caution.**—The sound of *s* or *z* following an initial vowel should always be denoted by a stroke, as in  ace,  ask,  assume,  Ezra.

91. **Rules for Representing S and Z at the End of a Word.**—When the sound of *s* or *z* ends a word, it is represented by Iss; thus:  pass,  daze,

Except—

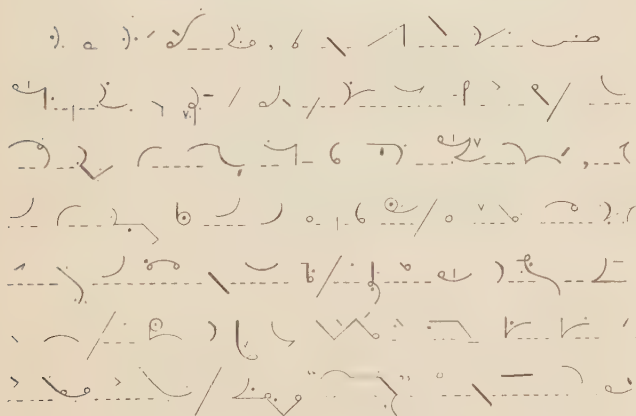
1. When preceded by two consecutive vowels,
as in chaos bias , joyous .
2. When preceded by another *s*-sound, as
in decease , disease .

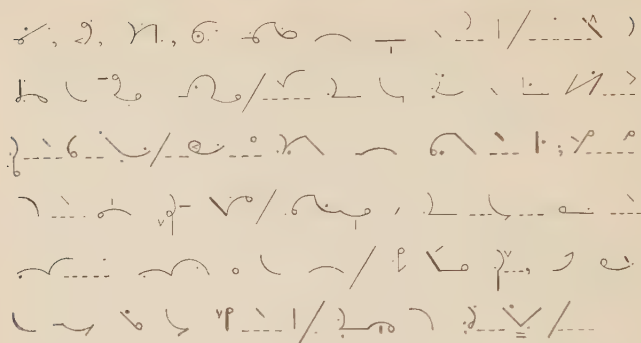
92. **Caution.**—The sound of *s* or *z* preceding a final vowel should always be denoted by a stroke; thus: say , rosy .

93. **Distinctions.**—Words which contain the same or similar consonant sounds, but have different meanings, are distinguished in various ways. Note the following:

$\text{-----} \text{ } \text{-----}$	$\text{-----} \text{ } \text{-----}$	$\text{-----} \text{ } \text{-----}$	$\text{-----} \text{ } \text{-----}$
Emses ¹ ,	Ems-Es ² ,	Dees ² -Es,	Deeses ² .
Misses,	Mrs,	decease,	disease.

SIXTEENTH READING EXERCISE.





SIXTEENTH WRITING EXERCISE.

1. Sap, asp, spy, espy, puss, pussy, bass, basso, suit, sue, sues, Suez, taste, Tasso, odds, Odyssey, juice, juicy, sack, ask, gauze, gauzy, fuss, fussy, cease, ceased, ceases, sauce, saucy, sign, Siam, science, also, lass, lassie, lace, lazy, rose, rosy, moss, mossy, noise, noisy, haze, hazy.

2 (1) Elsie is using the scissors. (2) Miss Daisy is studying the Odyssey. (3) Ask-the lass if a-dish of sauce and-some cakes will do for her Lunch. (4) I love to sit on-a mossy bank and study science. (5) The boys must cease making so much noise. (6) It-is four below zero now. (7) His decease was caused [Kays-Dee] by a-disease of-the stomach. (8) The boy was dazed [Deest] by-the death of-his chum. (9) The ladies are having a séance in-the sitting room. (10) The sailors on-the *Siam* had a-joyous time cooking and eating juicy steaks. (11) Mrs. Susan Sewell [Es-Lay] is going to Poughkeepsie to see her nieces, the Misses Soulé [Slay], who are studying at Vassar.

LESSON XVI.


DIFFERENT MODES OF EXPRESSING W AND Y.


94. For convenience and speed of writing, additional signs for *w* and *y*, briefer than the Way and Yay strokes, are provided. For *w*, they are ㄥ or ㄣ, which are named Brief Way. For *y* they are ㄣ or ㄤ, which are called Brief Yay.

95. (a) The Brief Way is named Wëh when it opens to the right; and Wüh when opening to the left. (b) When opening upward, Brief Yay is named Yëh; and Yüh when opening downward.

96. **Uses of the Way-Stroke.**—The Way-stroke is usually employed in the following cases:


1. In all words, except *we*, in which the only consonant sound is *w*; as in ㄣ weigh, ㄣ woe, ㄣ woo.
2. When the first consonant is *w* and the second is *s*; as in ㄣ weighs, ㄣ waste, ㄣ wasp.
3. When *sw* are the only consonants, or when they are followed by any other consonant (except *r*) which can be conveniently joined to the Way-stroke; as in ㄣ sway, ㄣ sways, ㄣ sweep, ㄣ swallow, ㄣ swim, ㄣ swing.

4. When *w* follows an initial vowel; as in
 awoke.

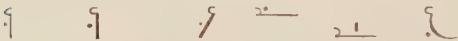
5. When initial *w* is followed by two consecutive vowels; as in  Wyoming.

97. **Uses of Brief Way.**—When *w* begins a word (except in the cases specified in paragraph 96, 1–2) Brief Way should be used as follows:


1. Joined as a Hook; to Lay, El, Ray, Em, or En; thus:



 Wel, Wels-En, Wer, Wem, Wen,
 wail, Wilson, wore, we may, wine.

2. Joined at an angle; to all other strokes; thus:




 wet, weighed, wedge, week, woke, wave.

98. In other cases than those specified in paragraph 97, 1, Brief Way may be joined as a hook, as follows:

1. In the combination of consonants *sw*; as in  swore.
2. Whenever it can be conveniently used for *w* between two consonant strokes, the second of which is Lay, Ray, Em, or En; thus:


 unwieldy, acquire, wigwam, twain, Edwin.

99. It may be joined at an angle in other cases than those specified in paragraph 97, 2, as follows:

1. Occasionally in the middle of a word; thus:  unweighed,  Sedgwick.

2. When *w* is preceded by *s* and followed by *t*, *d*, *ch*, *f*, or *v*, as in



sweet, Swede, switch, suavity.

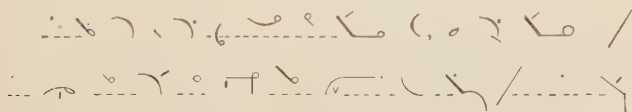
100. **Uses of the Yay Stroke.**—The Yay-stroke is employed principally in the following cases:

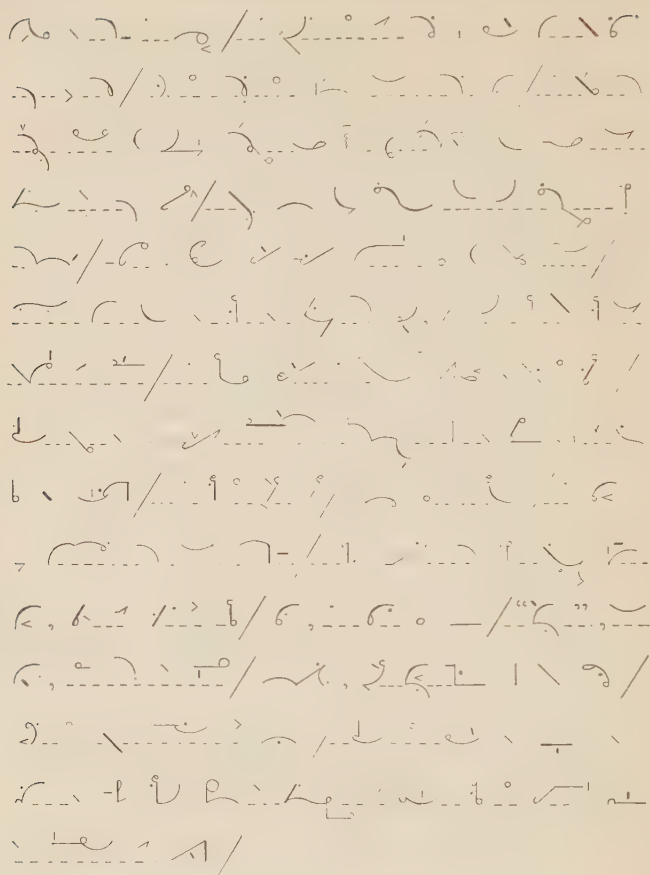
1. In all words except *ye* and *you*, in which *y* is the only consonant; as in *yea*, *yew*.
2. In the words *yes*, *yeas*, *yeast*, *yews*, and a few others in which the first consonant is *y* and the second *s*.
3. When *y* follows an initial vowel; as in *oyer*.
4. When initial *y* is followed by two consecutive vowels; as in *ewer*.

101. **Uses of Brief Yay.**—(a) When *y* begins a word (except in the cases specified in paragraph 100) and is followed by any consonant except final *s* or *z*, Brief Yay is used, and joined at an angle. (b) Either *Yëh* or *Yüh* may be used, according to convenience of joining; thus:



SEVENTEENTH READING EXERCISE.





SEVENTEENTH WRITING EXERCISE.

1. Weh, Wuh, Yeh, Yuh.
2. (a) Wee, weigh, woe, woo. (b) Weighs, waist, waists, wist, west, wast, wise, woes, woos, Worcester, wisp, wasp, Wesley, wiser. (c) Sway, sways, Swiss, sweep, swap, swab, swoop, swag, swath, swash, swill, swell, swallow, swim, swing, swung. (d) Await, awoke, Owego, Iowa, Owasco. (e) Wyoming, Wyalusing, Wyagamack, Wyandale, Wyola.

3. (a) Weal, will (*noun*), willow, Willis, wail, wails, well, wall, wallow, wile, wily, wiles, wool, Wilson, weary, ware, wary, wore, worse, worst, wire, wiry, Wem, win, wins, winnow, wince, winces, winced, wine, wines, wane, wen. (b) Weep, weeps, web, Webster, wit, wait, weight, wet, weed, widow, weighed, wade, wad, wood, witch, watch, watches, wage, wages, wedge, weak, week, wake, woke, wax, walk, wig, wag, waif, woof, weave, wave, withe, withes, wash, wing.

4. (a) Swear, swore. (b) Unwieldy, unwell, unwary, unweari-
ed, queer, query, acquire, quire, quarto, quarry, quarried,
quirk, quirkish, qualm, qualmish, wigwam, queen, quince.

5. (a) Unwet, unwed, unweighed, unweave, Sedgwick, Ipswich [Pees-Weh-Chay]. (b) Sweet, sweat, Swede, switch, suavity.

6. (a) Yea, yew. (b) Yes, yeas, yeast, yews. (c) Oyer, oyez. (d) Ewer.

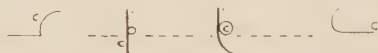
LESSON XVII.

DIFFERENT MODES OF EXPRESSING W AND Y — *Continued.*

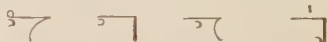
102. **Brief Way in the Vowel Places.**—(a) When *w* occurs between two consonants, and it cannot conveniently be expressed by Brief Way joined as a hook (see paragraph 98, 2), or at an angle (see paragraph 99, 1), it may be expressed by Brief Way written in the position of the vowel which follows *w*. It then represents both *w* and the vowel. (b) When a dot-vowel follows, use Wèh; and Wüh when a dash-vowel follows. (c) Make the Brief Way heavy or light according as the vowel is long or short; thus:



W AND A DOT-VOWEL: tweak, twig, twill, dwell, quail,



quell, dissuade, dissuasive, thwack.















W AND A DASH-VOWEL: squall, quod, quoth, Oakwood.










103. Table showing Brief Way in the Vowel Places:

	ē	ī	ā	ě	ä	ǎ
DOT-VOWELS:	wē,	wī,	wā,	wě,	wä,	wǎ.
	au	ö	ō	ū	ōō	öö.
DASH-VOWELS:	wau,	wö,	wō,	wū,	wōō,	wöö.



104. **Brief Yay in the Vowel Places.**—Brief Yay may be written in the vowel places to indicate *y* and the following vowel, the dot vowels being indicated by Yēh, and the Dash vowels by Yŭh; as shown in the following table:


						
DOT-VOWELS:	yē,	yĭ,	yā,	yě,	yǎ,	yǎ.
						
DASH-VOWELS:	yau,	yō,	yō,	yŭ,	yōō,	yōō.

105. *ē* or *ĭ* and any following vowel may be represented by Brief Yay written in the position which the second of the two vowels would regularly occupy; because the sound of *ē* or of *ĭ* in such cases resembles closely the sound of *y*, and the writing of a vowel is saved thereby. Hence we may write:

 Arabĭya for Arabĭa,  inferyŏr for inferiŏr,  thyŏlogy for thēŏlogy,  
 -ŭ-  -ŭ-  
 ōdyŭs for ōdĭous, ōpyate for ōpĭate.









REM.—No confusion results from this method of indicating the vowels, even though the first one should be *ē* instead of *ē* or *ĭ*, as in *thēŏlogy*.








106. Whenever the junction would be convenient, it is allowable to join Brief Yay to represent a final *yā* or *yoo* sound; thus:  ammonia,  nephew.

107. It is sometimes convenient to represent *w* and a following *ĭ*, occurring between two consonants, by a small right-angle sign; thus:  twice.






WORD-SIGNS AND CONTRACTIONS.




108. The following is a list of the word-signs of which Brief Way or Brief Yay forms the whole or a part:




							
Wēh¹,	Wēh¹,	Wēh²,	Wūh¹,	Wūh²,	Yēh¹,	Yēh²,	Yūh¹,
we,	with,	were,	what,	would,	ye,	yet,	beyond,

						
Yūh²,	Wel¹,	Wel²,	Wer²,	Wer³,	Wen¹,	Wen²,
you,	while,	well,	where,	aware,	when,	one.





REM.—Occasionally it is convenient to use Yēh for *you*. See illustration in the remark under paragraph 109.






109. **Phrase-Signs.**— Wel¹, we will:  Wem¹, we may, with me, with my;  Wem², with him;  Wen¹, we know;  Wer¹, we are, with our.

REM.—(a) When the pronoun *you* is in the objective case, it may be joined to the word which governs it, if the junction is easy; thus:  above you,  by you,  advise you.



















(b) When *you* is in the nominative case, it may be joined, when convenient, to the verb to which it belongs; thus:  you will,  you may,  you are (see paragraph 72, rem. 1, b).

110. *List of Contractions:*

			
Kay-Jay²,	En¹-Ing,	Bee²-Kay,	Dees²-Jay,
acknowledge,	anything,	become,	disadvantage,

				
Ef²-Em,	Ef²-Vee,	Ar²-Gay,	En-Jay²,	En-Vee²,
familiar-ity,	forever,	irregular-ity,	knowledge,	never,

Different Modes of Expressing *W* and *Y* 67

			
EntVee ² , nevertheless,	EntTee ² , notwithstanding,	Retoid-Bee ² , object,	Retoid-Bee ² :Dee, objected,
			
Retoid-Bee ² :Ar, objector,	Pee ² -Kay, peculiar-ity,	Ray ² -Ef, refer-red-ence,	Ray ² -Efs, refers-ences,
			
Ray ² -Gay, regular-ity,	Ray ² -Pee, represent,	Ray ² -Pee:Dee, represented,	Sem ² -Ing, something,
			
Wen-Vee ² , whenever,	Wer ² -Vee, wherever,	Tees ² -Vee, whatsoever,	Wens-Vee ² , whensoever,
			
	Wenses-Vee ² , whencesoever,	Wers ² -Vee, wheresoever.	

REM. 1.—(a) The sign “+,” between the names of strokes indicates that the stroke following is to be written through the one preceding. (b) The sign “:” indicates that the stroke following is to be *disjoined* and written near (usually lapping) the preceding one.

REM. 2. **Object.**—The sign given above for *object* is “öb.” The advanced writer commonly omits the vowel; and it may be safely omitted by the student who has had considerable experience in reading phonography.

REM. 3.—No confusion arises from having a contracted outline stand for two words, as *regular* and *regularity*, for the context at once indicates whether the outline should be read as an adjective or as a noun.

REM. 4. **Derivatives.**—(a) Signs for *regularly*, *irregularly*, *peculiarly*, and *familiarly* may be formed by writing *Lay* near the end of the last stroke of the signs for *regular*, etc. Derivatives from other contracted words may be written in accordance with paragraph 72, rem. 3. (b) *Ray-Ef* being “refer, reference,” the circle added makes *refers* or *references*.

EIGHTEENTH READING EXERCISE.

Handwritten cursive script on lined paper, likely a practice sheet. The text is written in a fluid, connected style, possibly representing a foreign language or a highly stylized form of a known language. The script is written across approximately 15 lines of handwriting practice paper, which features solid top and bottom lines and a dashed midline. The characters are dark and the ink is slightly faded in some areas.

EIGHTEENTH WRITING EXERCISE.

1. Aware, beyond, one, we, we-may, we-will, we-are, well, were, what, when, where, while, with, would, ye, yet, you.

2. Acknowledge, anything, become, disadvantage, familiar-ity, forever, highly, irregular-ity, knowledge, never, nevertheless, new, now, notwithstanding, object, objected, objector, peculiar-ity, refer, referred, reference, refers, references, regular-ity, represent, represented, something whenever, wherever, whatsoever, whensoever, whencesoever, wheresoever.





3. (1) How-soon will you come back ? (2) Whenever you-request me to. (3) What time is set for-the reference, and-where will it be ? (4) Wednesday of next week, at-the Twill Avenue House. (5) Are-you to-be represented by a-lawyer ? (6) Yes, by two, Dwyer and Wesley. (7) We are well aware of what a-rascal [Rays-Kay-El] Judas was. (8) Why do-you go beyond your depth when you-are [Yüh²-Ray] swimming ? (9) It-is a-disadvantage to be too familiar with vice. (10) Is your knowledge of science of any advantage in your regular business ? (11) Notwithstanding-the swamp beside it, the house is never empty [Em-Tee]. (12) My wife says she would like to live here forever. (13) The dogs are fierce whenever anything arouses them. (14) Webster has-a peculiar way of walking. (15) The pastor visits-the poor with much regularity. (16) William is always [Lay-Ways] an objector. (17) Will something be given to them ? (18) No, nothing [En-Ith-Ing] whatsoever. (19) They have, nevertheless, objected to your being allowed to do whatsoever you-like. (20) We acknowledge your familiarity with-the subject ; but we object to your irregular ways of teaching it. (21) I-shall be represented at-the fair. (22) They become popular wherever they go. (23) This missive refers to-you twice. (24) Wheresoever they were seen they were disliked [Dees-Lay-Kay-Tee].







LESSON XVIII.




DIFFERENT MODES OF EXPRESSING H.





111. In phonography there are four methods of representing *h*:—

1. By a light dot, called the *h*-dot or Hēh.
2. By a tick, called the *h*-tick.
3. By making the Way-hook heavy.
4. By Hay.









112. **H Before Simple-Vowels and Diphthongs.**—The sound of *h* before simple-vowels and diphthongs is expressed by writing the *h*-dot before them; thus:  hear, : hack, — hawk,  hide.

113. (a) The *h*-dot should be written beside the dash-vowels thus:  hot,  hub,  hole. (b) It should be written beside the dot-vowels so that a line drawn through the two dots will be at right angles with the consonant; thus:  (not ) head,  heap. (c) In many cases the word is legible with the aid of the context without the *h*-dot, which is generally omitted by advanced writers.

114. **The H-Tick.**—It is sometimes convenient to express *h* by joining Retoid or Chetoid, according to convenience; thus:  hedge,  horse,  hem.

115. When the Way-stroke is required by the rules (see paragraph 96, 1-5), the *h* in such words as *whey*, *awhile*, may be represented either by the *h*-tick or by the *h*-dot; thus:  or ;  or  awhile.







REM.—The latter method coincides precisely with the method of the common spelling, in which *h* is placed *after* *w*, although pronounced *before* it.









116. **H Before Brief Way.**—(a) When Brief Way is joined, *h* may be expressed before it either by the *h*-tick or by placing the *h*-dot before the following vowel: thus:  or  wheat.  or  whim,  or  whine. (b) When Brief Way is joined as a hook to Lay or Ray, *h* may be expressed before it either by the *h*-dot before the following vowel, or by making the hook heavy thus:  or  wheel.

REM.—The advanced writer makes no attempt to indicate *h* before Brief Way.

117. **Uses of Hay.**—Hay is used principally in the following cases:—

1. In all words except *he*, *high*, *how*, *who*, in which *h* is the only consonant sound, or the only one that can be conveniently represented by a stroke; as in


     
Ohio, hay, ah, eh, Yahoo, Soho.

2. When *h* follows an initial or precedes a final vowel; as in  ahead,  Omaha.
3. For initial *h* preceding a consonant which is followed by a final vowel; as in  haughty,  hobby.
4. When *s* follows an initial *h*; thus:  house,  hoist,  Hester,  hasten.






5. When *h* is followed by *p*, *t*, *ch*, or *k* in the past tense of one-syllable verbs; as in *heated*, *heeded*, *hedged*, *hooked*.

118. (a) *H*, followed by *p*, *t*, *ch*, or *k*, in one-syllable verbs, such as *heat*, *heed*, *hedge*, *hook*, is represented by an *h*-dot. (b) Hay is employed in the cases mentioned in paragraph 117, 5, because the final *d* is best expressed by the halving principle (to be explained hereafter), and because Hay at the beginning makes the outlines legible without vocalization.





119. In some compounds and phrases, in which the last word begins with *h* and the preceding one ends with *s*, the hook of Hay is implied by writing the stroke from the point where Iss is completed; thus:

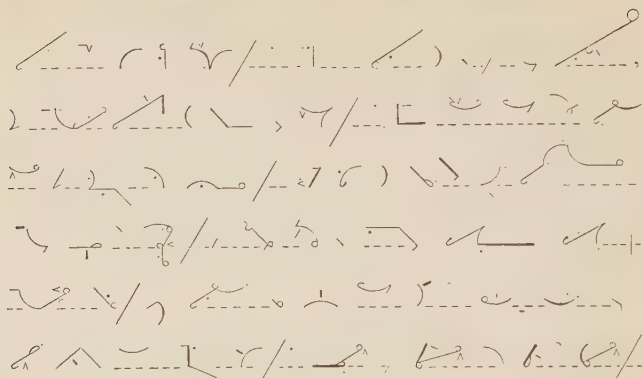
 gas-house,  joss-house.  this house.

120. **H-Tick for "he."**—(a) The word *he*, beginning a phrase, may be represented by an *h*-tick ON THE LINE, written, usually, by Chetoid or Retoid, and sometimes by Petoid; thus:

    
Chetoid², Chetoid²-Em, Retoid²-Iths, Retoid², Petoid²-Lay,
he, he may, he thinks, he is or he has, he will.

(b) When joined to a preceding word, it is adjusted to the position of that word, and is written in the direction which makes the sharpest angle; thus:

   
Ef²-Chetoid, Tetoid²-Retoid, Tetoid¹-Retoid, Iss¹-Chetoid,
for he, but he, or he, is he,





NINETEENTH WRITING EXERCISE.





1. Harvey [Hay-Ray-Vee] Mayhew is helping to keep-the books of Hiram [i-Ar-Em] Harmsworth [Ar-Ems-Ray-Ith] & Sons in Omaha. 2. They make heavy steel hoops. 3. He-is happy in-his work and-hopes to have his salary raised soon. 4. The racehorse whinnies when he hears his master's voice. 5. Oh, hasten! Hannah [Hay-En]! the sun is just peeping above-the horizon. 6. Horace [Hay-Rays] is-as homely as Helen [Len] is handsome [Ens-Em]. 7. Whew, how hot it-is; raise-the window or our heads will ache. 8. The cabby always whips his horse as-he passes-the gas-house. 9. The whelps are howling [Lay:'ing'] for milk. 10. The steamer *Henry Holcomb* [El-Kay-Em] is whistling for help; she-is on fire. 11. Yes, I-will ask Hugh to go, but-he will refuse, I-know, for he-is whimsical [Wems^l-Kay-El] and-a whiner [Wen^l-Ar]. 12. He-was whiffing tobacco smoke in Harriet's [Hay-Ray-Tees] face while asking her to marry him.



LESSON XIX.

USES OF AR AND RAY.

121. **Uses of Ar.**—Ar is usually employed in the following cases:—

1. For *r* following an initial vowel, as in
 ear,  ark—except when the junction with a following consonant would be comparatively difficult—in such words, for instance, as *arrayed*, *arch*, *erroneous*, *arsenic*, where Ray is more convenient.



2. At the end of words, as in  pair,  dare,  fur,  pacer; except when Ray would be more convenient, as it is:


(a) After Em or Ith; as in  mar,  Thayer.



(b) After Iss preceded by Kay, Gay, Ef, Vee, Ith, Dhee, Em, or En, as in:

kaiser, gazer, officer, vizor, thesaurus, these are, miser, answer.

(c) Sometimes when the derivative would require Ray, as in  future, from which  futurity is derived.

(d) When Ar would run too far below the line; as in  Shakespeare.

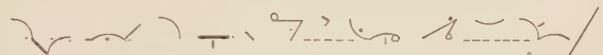

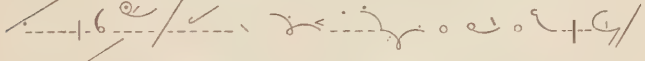



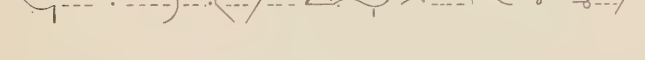
2 


3 








4 







TWENTIETH WRITING EXERCISE.

1. The air in this room is raw. 2. You-are [Yuh²-Ray] in error in supposing you-are going to Europe with-him. 3. Hurry! Archie! You were to-be at-the arsenal early to-day. 4. Mark, are-you [Ar²-Yuh] doing the chores? 5. The giving of arsenic for soda was a-sad mistake for-the chemist to make. 6. The officer fears what-the future may have in store for-him, because of-the stories of-his harshness [Ar-Shay-Ens]. 7. Harry refuses to revise his work, notwithstanding the many errors in it. 8. This ring is-the nicer of-the two. 9. Does Aurora see no barriers to her success? 10. The miser has-a horror of losing a penny. 11. At my earnest request the carrier said he would arrange his route so-as to come here earlier. 12. Henry dwells much on-the subject of what-the futurities of science will be.






LESSON XX.






USES OF LAY AND EL—ISH AND SHAY.



123. Whether Lay or El, Ish or Shay should be used in any particular instance may usually be determined by the following rules:




124. **Uses of Lay.**—Lay should be employed in the following cases:—





1. Always for *l* when it is the only stroke-consonant in the word; as in

     
ale, less, weal, yell, Sicily, slices.










2. For *l* at the commencement of a word; as in  like,  lime; unless El would secure an easier junction with a following consonant; as in  lion,  long,  lessen.

3. For *l* next following an initial vowel; as in  Alps,  alto; unless the *l* is followed by *k*, *g*, *m*, *n*, or *sn*; in which case, use El.

4. For *l* immediately before a final vowel; as in  folly; unless it is preceded by some letter after which El is more conveniently written than Lay; as in  Nellie,  kingly.

5. Usually for final *l*; as in  pull,  ball,  doll,  quill; unless preceded by some letter or letters (as Iss-Kay, Ef, En, or Ing) after which El is written more conveniently than Lay.

125. **Uses of El.** — El is usually employed in the following cases:—

1. For *l* next following an initial vowel, and followed by *k* or *m*; thus:  alike,  alum.
2. For initial *l*, when followed by some letter before which El is more conveniently written than Lay; thus:  lion,  lessen,  log,  length.
3. For final *l*; as in  vowel,  scowl,  nail; unless preceded by some letter (as Pee, Tee, Chay, Kay, Ar) to which Lay is joined more conveniently than El.

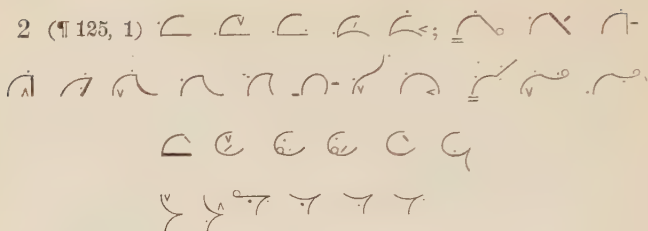
REM.—The above rules for the use of Lay and El, when preceded by another consonant stroke, may, for purposes of reference, be presented thus:—

- (a) After Ef, Vee, Ray, Yay, write Lay, when a vowel follows. When no vowel follows, use El.
- (b) After Skay, En, Ing, write El, whether a vowel follows or not.
- (c) In all other cases write Lay, whether a vowel follows or not.

126. **Uses of Ish and Shay.**

1. Use Ish for the sound of *sh* when it is the only stroke-consonant in the word; as

82 *Graham's Amanuensis Phonography*

2 (¶ 125, 1) 

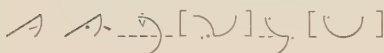
3 (¶ 126, 1) 

(2) 

(3) 

(4) 

(5) 



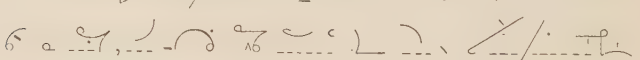
4 



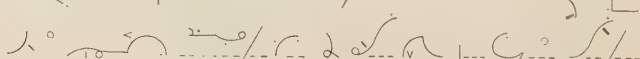












TWENTY-FIRST WRITING EXERCISE.

1. (On paragraph 124, 1). Eel, lea, ill, ail, lay, awl, law, hole, low, aisle, lie, oil, alloy, owl, allow, seal, lease, steal, least, stall, lost, stole, lowest, laster, lustre, holster, Sicily, leases, laces, loses, sales, solace, slices, sluices, weal, whale, wails, Willis, Yale, yell, yawl.

2. (124, 2). Leap, lobby, lobe, lattice, lady, leach, ledge, lodge, leak, lake, luck, lack, look, life, laugh, live, lath, lathe, lass, lasso, lazy, lash, lily, lull, liar, Leroy, lime, lamb; Lion, Long, Lesson, Lance, Luna, Lunatic, Lynch, Lounge, Length, Lag, Log.

3. (124, 3). Alps, elbow, alto, allude, aloud, elegy, elf, Alva, Althea, Elsie, also, Elisha, allure, Ellery, alway, Elihu.

4. (124, 4). Apollo, billow, tallow, dally, chilly, jolly, Kelly, galley, follow, valley, easily, shallow, lily, orally, rally, mellow, swallow, holy; Nelly, annually, scaly, kingly.

5. (124, 5). Peal, bowl, tale, dull, chill, jail, cool, quail, gull, thill, assail, zeal, shell, lull, oral, mole, swell, scowl, file, annul.

6. (125, 1). Elk, alike, alack, alum, illume, alcohol [El-Kay-El].

7. (125, 2). Leg, Log, Lion, Luna, Long, Lesson, Lynch, Lunacy, Lounge, Length

8. (125, 3). File, vowel, kneel, anneal, nail, knoll, null, real, roll, whirl, scowl. (a) Fallow, foul; valley, vile; rally, real; (b) Scowl, scaly; annual, annually; kingly.

9. (126, 1). Ash, show, shoe, pshaw, sash, wash, shows, sashes.

10. (126, 2). Shawl, shallow, Shelley, social.

11. (126, 3). Leash, lash, polish, abolish, demolish.

12. (126, 4). Tissue, dish, dash, Swedish, whitish.

13. (126, 5). Ship, shabby, shoddy, shady, shock, shake, shaggy, chef, sheave, sheath, sheathe, shame, shiny, shank; push, abash, Joshua, cash, gush, fishy, fish [Ef-Shay], Irish, harsh [Ar-Shay], rash, Russia; mush, gnash.

14. (1) The ship will be ready to sail as soon as the sailors hoist the Launch and lash it to the deck. (2) This Log is to be sawed into the right Lengths to make the sashes. (3) The Lunatic has a Long Lance: he thinks he is to slay a Lion. (4) The License will be renewed next July. (5) Elsa and Lucy have alto voices; they also look much alike. (6) Oral teaching is best for the study of

languages. (7) Samuel ALLison is sailing his sloop yacht, the *Letitia*, to Halifax, Nova Scotia. (8) His wife and-her niece, Nellie Long, are with him. (9) Josiah and Elisha are going to Miss Ashby's ball, which is to be given at Shanley's [Ish-En-Els]. (10) Those Swedish boys have on galoshes [Gay-Lay-Shays] and are swashing in the slush.

LESSON XXI.















GROUP-CONSONANT SIGNS.

127. Certain combinations of consonants occur so frequently that it is important to represent them with signs requiring but a single stroke. The characters representing such combinations, called Group-Consonant Signs, are formed by slightly modifying the simple-consonant strokes. The five methods of modification are these:




1. By an initial hook.
2. By a final hook.
3. By widening.
4. By lengthening.
5. By halving.

INITIAL HOOKS.

128. **The Small L-Hook.**—(a) A small hook on the circle-side, at the beginning of Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ef, Vee, Ith, Dhee, Ish, Zhay, Yay, indicates that the sound of *l* follows the sound of the stroke; thus:

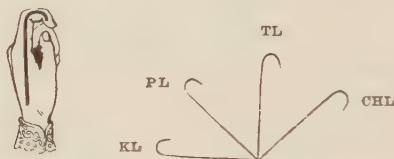
							
	pl,	bl,	tl,	dl,	chl,	jl,	kl,
NAMES:	Pel,	Bel,	Tel,	Del,	Chel,	Jel,	Kel,
							
	fl,	vl,	thl,	dhl,	shl,	zhl,	yl.
	Fel,	Vel,	Thel,	Dhel,	Shel,	Zhel,	Yel.

(b) Shel and Zhel are written upward. (c) They are NEVER USED IN A WORD UNLESS JOINED TO ANOTHER SIGN.















129. **The Large L-Hook.**—A *large* initial hook on Em, En, Ray, adds *l*; thus:  ml.  nl,  rl, (named Mel, Nel, Rel).



REM. 1.—The large hook sufficiently distinguishes these signs from  Wem,  Wen,  Wer. (See paragraph 97, 1.)

REM. 2.—The student will be assisted in remembering the side for the *l*-hook on the *straight* lines, by observing that if the *L*-left hand, with the first finger bent, be held up in the directions of Kay, Pee, Tee, Chay, the outlines for *kl*, *pl*, *tl*, *chl*, will appear thus:



130. **The R-Hook.**—Signs to indicate the combination of *r* with a preceding Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ef, Vee, Ith, Dhee, Ish, Zhay are obtained by *turning over* SIDEWISE the corresponding El-hook signs, except Shel, Zhel, which are turned over ENDWISE; thus:

							
	pl,	tl,	chl,	kl,	fl,	thl,	shl, zhl.
							
	pr,	tr,	chr,	kr,	fr,	thr,	shr, zhr.
NAMES:	Per,	Ter,	Cher,	Ker,	Fer,	Ther,	Sher, Zher.

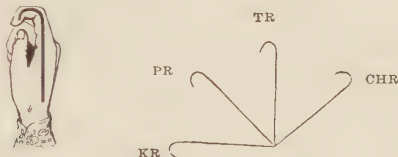
131. **R added to Em and En.**—*R* may be added to Em or to En by a small initial hook, but they must be widened (that is, shaded in the middle); thus:  mr,  nr; named Mer, Ner.

REM. 1.—The widening of Em and En when they take the *r*-hook serves to distinguish them from Wem and Wen. (See paragraph 97, 1.)

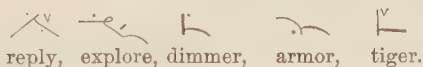
REM. 2.—As Ar, Es, Ing, Way do not take the *r*-hook, Fer, Ther, Ner, Ver cannot be read as *rr*, *sr*, *ngr*, *wr*.

REM. 3.—Sher and Zher, having their hooks at the *top*, and being always written *downward*, are readily distinguished from Shel and Zhel, which have their hooks at the *BOTTOM* and are always written *UPWARD*.

REM 4.—The student will be assisted in remembering the side for the *r*-hook on the *straight* lines, by observing that if the *R*-ight hand, with the first finger bent, be held up in the direction of Kay, Pee, Tee, Chay, the outlines for *kr*, *pr*, *tr*, *chr*, will appear thus :



132. **Imperfect L-Hook or R-Hook.**—In some cases when an *l*-hook or an *r*-hook sign is joined to a preceding letter, the hook cannot be perfectly formed ; as in



133. (a) In such cases a slight offset of the pen answers for the hook. (b) In slow writing the hook may be added, in some cases, after lifting the pen.

USE AND VOCALIZATION OF THE L- AND R-HOOK SIGNS.

134. **General Use.**—(a) The *l*-hook and *r*-hook signs are used principally for such close combinations of *l*

and *r* with a preceding consonant as occur at the commencement of *clay, fly, pray, fry*, etc.; (b) and in cases where *l* or *r* is separated, by a slight, unaccented vowel, from the consonant preceding in the same syllable, as in "*Abel, able, evil, novel, awful, fever, fibre, labor.*" In these cases the expression of the obscure vowel is unnecessary.

135. **General Rule of Vocalization.**—A vowel written beside an *l*-hook or *r*-hook sign is read before or after both consonants, according as it is written before or after such sign; thus:

apple, plea, eagle, glow, awful, flow, offer, free, eater, tree.

136. **Special Use.**—Long and inconvenient outlines are occasionally avoided by the employment of *l*-hook and *r*-hook signs, even when there occurs between the consonants indicated by them a clear, accented vowel, as in "*term, charm, corner.*" In these cases, if the word is not sufficiently legible *without* vocalization, the vowel may be written so as to read between the two consonants, by the following:


137. **Special Rule of Vocalization.**—Vowels to be read between the consonants denoted by an *l*-hook or *r*-hook sign are written thus:—

1. A DOT-VOWEL is expressed by a small circle written—

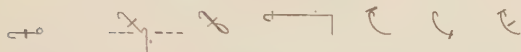
(a) *Before* the group-sign, if the vowel is long; thus: ɹ̣ dark.

(b) *After* the group-sign, if the vowel is short; thus: ɹ̣ term.

(c) *Either side* of the group-sign, when

the preceding rules (*a* and *b*) cannot be conveniently applied; thus: \mathcal{L} engineer,  paralyze.

2. A DASH-VOWEL is written through the group-sign; thus:



course, portray, burst, correct, fall, fool, follow.

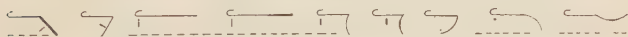
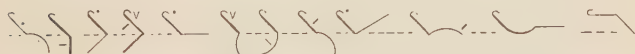
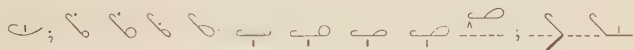
3. ANGLES OR SEMICIRCLES are written through the group-sign; or, if more convenient, at the commencement, for the first place; and at the end of the group-sign, for the third place; thus:



require, quality, guile; [↑]feature, figure, procure.

TWENTY-SECOND READING EXERCISE.

- 1 The L-Hook, (¶ 135)                       

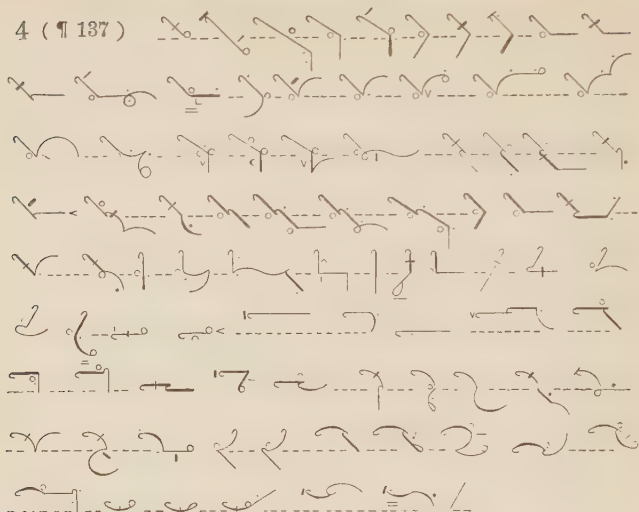


Handwriting practice sheet for the letter 'ا' (Alif) in Arabic script. The sheet contains six rows of tracing exercises. Each row features a series of 'ا' characters, some of which are numbered (1 through 10) to indicate the sequence of strokes. The characters are written on a set of three horizontal lines (top, middle, and bottom) to guide the student's letter height and placement. The first row shows the basic form of 'ا' in various positions. The second row shows 'ا' with different diacritics (fatha, kasra, damma). The third row shows 'ا' in different contexts (isolated, connected to the right, connected to the left). The fourth row shows 'ا' in different positions (top, middle, bottom). The fifth row shows 'ا' in different contexts (isolated, connected to the right, connected to the left). The sixth row shows 'ا' in different positions (top, middle, bottom).

2 (¶ 137)

2 (1137)

Handwriting practice sheet for the letter 'v' on four-line guides. The page is numbered '2 (1137)' in the top left. It contains 11 rows of exercises. The first row shows the stroke order for 'v' with arrows and numbers. The second row shows 'v' with various diacritics (circles, dots, crosses). The third row shows 'v' with different slants and heights. The fourth row shows 'v' with various diacritics. The fifth row shows 'v' with various diacritics. The sixth row shows 'v' with various diacritics. The seventh row shows 'v' with various diacritics. The eighth row shows 'v' with various diacritics. The ninth row shows 'v' with various diacritics. The tenth row shows 'v' with various diacritics. The eleventh row shows 'v' with various diacritics.



TWENTY-SECOND WRITING EXERCISE.

1. **The L-Hook.**—Opal, apply, comply, reply, plea, please, pleases, pleased, idle [idyl, idol, Dee-Lay] idleness, idler, huddle, addle, hatchel, hackle, close, closed, closer, closely, closes, cloisters, clusters, ugly, uglier, ugliest, fly, fier, hovel, Ethel, evils, oval, only, pledges, playful, bloodiest, blithely [Bel-Dhel], blamable, blameful, bleakly, cobble, click, cackle, quickly, clothes, clung, glassiest [Gel-Es-Steh], glummost, gleeful, glibly, flail, flinch, fleshiest [Fel-Ish-Steh], payable, puddle, apishly, pickles, bubble, battle, bushels, barrels, Twichell, title, toddle, twaddle, deathly, chattel, cavil, fiddle, family, final, youthful, shackle, shuttle, shovel, lovely, rubble, oracle, regal, rural, rashly, meekly, amiable, Mitchell, muffle, model, noblest, namely, initial, whittle, waffle, wobbly, swaddling, weavels.

2. **The R-Hook.**—Prow, bray, heater, tray, odor, dry, crew, acre, affray, frau, throw, osier, hosiery, hammer, humorous, onorous, precise, compressed, crisis, crises, Christ, Christmas, froze, frozen, frost, frosty [Fers-Tee], paper, briber, trapper,






trotter, treasure, trimmer, trainer, drummer, chatter, chowder, caper, cutter, catcher, kicker, corker, gusher, gruel, grocer, grammar, frippery, Friday, Fritcher, froth, frowzy, frugal, framer, fractious, frank, Africa, friar, throb, thrive, thrush, thrum, throng, shrubbery, shrub, shrive, shrill, shrunk.


3. (Par. 137)—Palmetto, park, palpable, parabolic [Per-Bel-Kay], pulpy, perhaps, polypus, barber, polytechnic, party, polytheism [Iss on the concave side of both Ith and Em.], barbarous, balsam, bulbous, barge, bulge, talmudist, tarnish, delicacy, darkness, challenge, charm, jolly, journal, coal, core, calipers, carp, caliber, carboy, Calcutta, character, college, courage, calico, cargo, calculable, chirography [Ker-Ger-Ef], qualify, corrosive, carnivorous [Ker-En-Vers], fallible, falsehood, forbear [Fer-Bee-Ar], foretell [Fer-Tel], forego, fulfil, farthing, Pharisee, foolishly [Fel-Shel], follower, formal [Fer-Em-Lay], voluptuous, voltaic, verbal, shallop, sharp, shield, shark, shelf, sheriff, marvelous, mortgage, melancholy [Mel-En-Kel], anarchy, analogy [Nel-Jay].

LESSON XXII.

INITIAL HOOKS—*Continued.*







138. **Iss Prefixed to an L-Hook Sign.**—Iss may be prefixed to an *l*-hook sign; thus:

				
Iss-Pel,	Iss-Vel,	Iss-Kel,	Iss-Del,	Dees-Kels.
supply,	civil,	cycle,	saddle,	disclose.





139. **Caution.**—(a) A *loop* or a *large* circle is never prefixed to a *small* *l*-hook; (b) but a large circle may occur in a large *l*-hook; as in Enses-Rel  necessarily.

140. **Iss and Ses Prefixed to an R-Hook Sign.**—(a) A small circle in place of an *r*-hook prefixes *s*,—a large circle prefixes *ss*—

1. To any of the straight-line *r*-hook signs *not* preceded by a stroke; thus:

					
Sper,	Sber,	Ster,	Sder,	Sker-Pee,	Ses-Ter.
spray,	sober,	straw,	cider,	scrape,	sister.

2. To any of the straight-line *r*-hook signs preceded by a straight stroke in the *same* direction; thus:

			
Pers-Per,	Dees-Ter,	Kays-Ker-Bel,	Deeses-Ter.
prosper,	destroy,	execrable,	disaster.

3. To Ker or Ger preceded by a straight







stroke in the direction of Pee or Tee;
thus:

		
Sbee-Sker-Bee, subscribe,	Dee-Sker-Bee, describe,	Dees-Ger. disagree.





4. To Per or Ber preceded by a straight
stroke in the direction of Jay; thus:


 Jasper.

(b) IN ALL OTHER CASES (when the hook cannot be easily implied) Iss is prefixed *by writing it distinctly within the hook*; thus:

					
Kays-Pers, express,	Kays-Ter-Em, extreme,	Ems-Ker, massacre,	Ems-Fer, hemisphere,	Iss-Ner, sinner,	Iss-Dher, soother.

141. **Steh Prefixed to an R-Hook Sign.**—Steh may be written in the place of an r-hook, *on straight strokes only*, at the beginning of a word, to prefix *st*; thus:

			
Steh-Per, stupor,	Steh-Ter, stouter,	Steh-Jer, stager,	Steh-Ger. stagger.

REM. 1. **Caution.**—The Ster-loop is *never* prefixed to an r-hook sign. Hence, *strapper, striker, stretch*, etc., are written  etc. (see paragraph 61, c.).

REM. 2.—The R-hook signs preceded by Iss, Ses, or Steh, when spoken of as a class are named respectively the Sper, Ses-Per, and Steh-Per signs.

REM. 3.—The junction of Sker and Sper with the strokes to which it is allowable to attach them, is effected by joining the circle on the right-hand side of the preceding stroke, unless it is Kay or Gay, in which case it is joined on the under side, and

then writing from the point at which the circle is completed the stroke of the Ker or Per, as in *execrable* in paragraph 140,2.

REM. 4.—It is safe to omit *r* from *scribe* in *prescribe*, *proscribe*, *superscribe*, *subscribe*, *transcribe*, *describe*, and from *scrip*—in their derivatives, *descriptive*, *subscription*, etc.*

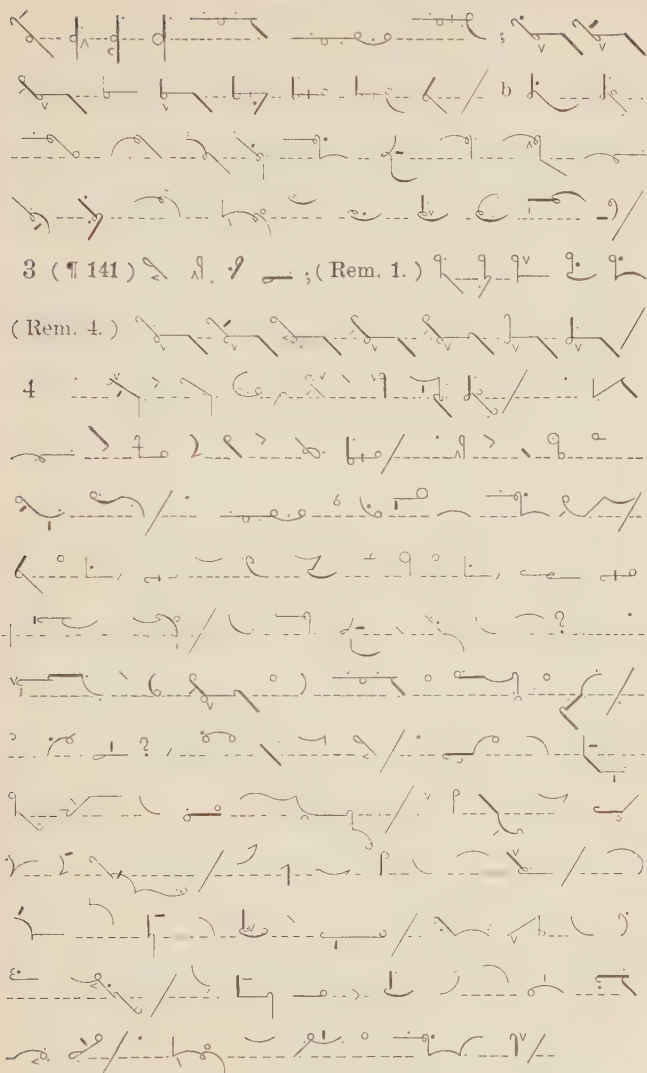
142. Sper Distinguished from Spee.—Circles and loops to *imply an R-hook* may be readily distinguished from their ORDINARY use, by observing that they are written on the side of the stroke opposite that for the SIMPLE circle or loop; thus:

Spee, Sper, Pee-Spee, Pee-Sper, Kay-Skay,
 Kay-Sker, Steh-Pee, Steh-Per, Ses-Pee, Ses-Per,
 Pee-Skay, Pee-Sker, Tee-Skay, Tee-Sker, Jays-Pee, Jays-Per.

TWENTY-THIRD READING EXERCISE.

1 (¶ 138)

2 (¶ 140, 1-4) a.



TWENTY-THIRD WRITING EXERCISE.

1. Splash, sublime, saddlery, satchel, scalp, seullery, skulked, civilized; plausible, paschal, peaceful, phthysical, display, disoblige, distill, distillery, disclose, disclosure, disclaim, disclaimer, disqualify, explicit, exclaim; unnecessarily, sincerely.

2. Sapper, super, cypress, solder, setter, sadder, succor, cigar; sister, sistrum, sisterhood; separable, spirituous, spark, sparkle, supervise, sperm, soberly, stripling [Ster-Pel-Ing], strutter, stridor, stretcher, stranger, streak, striker, stroll, stream, stringy, scrapper, scramble, scratcher, screamer, scraggy, serawny, prosperous, distress, dissuader, execrably, disastrously, superscribe, transcribe, disgrace, Jasper, disperse, dispraise, desperado, express, exterminate, external, massacre, atmosphere, sinner, soother; stepper, stouter, stager, stalker, staggering. (141. Rem. 4.) Prescribe, proscribe, subscribe, describe, transcribe.

3. (1) Jasper never said anything in dispraise of-the serawny stripping. (2) The schoolboys looked displeased when they first saw him, but he soon won favor among them by his sterling qualities and-sparkling humor. (3) Thirty desperados skulked into-the village to massacre-the people, but they were disastrously dispersed. (4) So many rats in-the house are a-disgrace to us; we must exterminate them. (5) I-think my sister-in-law [Ses-Ter-Nel] may subscribe [Sbees-Kay-Bee] for-the magazine. (6) I-sincerely hope the atmosphere will be warmer [Wer-Mer] to-morrow. (7) The disclosure at-the distillery was disgraceful. (8) The prosperous should succor-the distressed. (9) A-stranger, smoking a cigar, is strolling along-the stream. (10) It was only [Nel] just to-the community to proscribe [Per-Skay-Bee] so execrable a-wretch.

LESSON XXIII.

INITIAL HOOKS—*Continued.*

143. **The In-Hook.**—The prefix syllables *in-*, *en-*, or *un-*, may be expressed by a back hook in the following cases:—

1. At the beginning of any of the straight-line Sper-class of signs; thus:



inseparable, inscribe, insecure, unscrupulous, unstrung.

2. At the beginning of any other stroke; (a) to avoid turning a circle on the convex side of En; thus:



(b) or to avoid change of form; as



REM. 1. **Name.**—This hook is called the In-hook or simply In.

REM. 2.—The In-hook may be used for the syllable *on* in *on-slaught*.

144. **Ler and Rel Hooks.**—It is occasionally advantageous to enlarge a small *l*-hook to add the sound of *r*, or an *r*-hook to add the sound of *l*; thus:



NAMES: Pler, Tler, Chler, Kler, Fler, Thler, Shler,



Prel, Trel, Chrel, Krel, Frel, Threl, Shrel, Merl, Nerl.

REM. 1.— This principle cannot be employed to add *r* to Mel, Nel, Rel, for the hooks of these signs are already large, and it would not be allowable to make them still larger.

REM. 2.— (a) The enlarged *r*-hook is called the Rel-hook, and the enlarged *l*-hook the Ler-hook. (b) When spoken of as a series they are named the Pler and Prel signs.

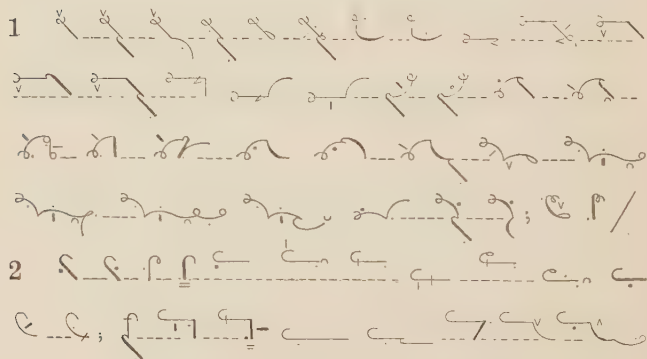
145. **Vocalization of the Pler and Prel Signs.**—(a) A vowel written before a Pler or Prel sign is read first; thus: ∫ Adler, ∞ April; (b) if written after such sign it is read *before* the *l* or *r* added by the enlargement—in other words, the *l* or *r* sound is read *last*; thus:

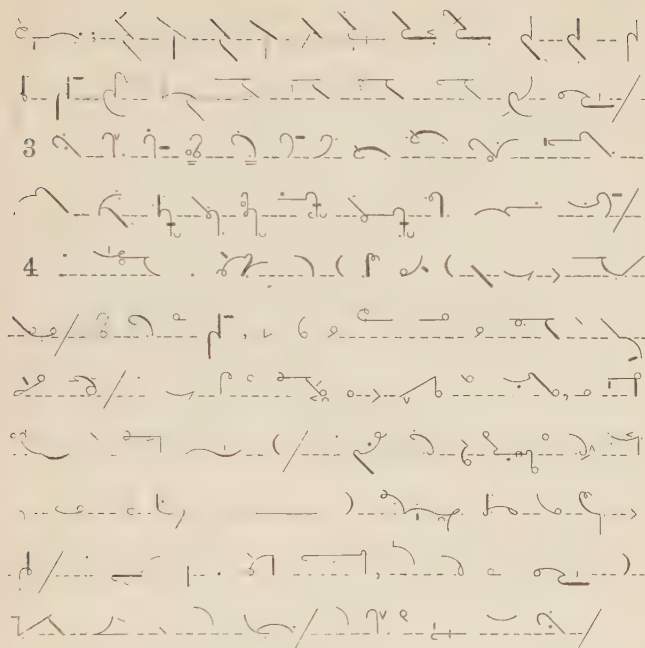


blare, floor, clear, color, ocular.

146. *S* may be prefixed to a Pler or Prel sign by writing a circle within the hook; thus: ∞ scholar, ∞ secular, ∞ sideral.

TWENTY-FOURTH READING EXERCISE.





TWENTY-FOURTH WRITING EXERCISE.

1. Ensilage, ensoul, insole, insecure, insomnia, insular, insuperable, unsolaced, unsprung, unstrap, unstretchable, unswallowed.

2. Ambler, cackler, chloroform, chronicler, chuckler, circular clearer, crackler, cycler, dangler, declare, discolor, dissembler, fabler, fiddler, flare, fumbler, gobbler, gambler, garbler, giggler, globular, groveler, grumbler, humbler, inveigler, jangler, jug-gler, jumbler, libeler, mangler, marbler, molecular, nebular, paddler, quibbler, Rambler, rippler, scapular, scrambler, shingler, singular, sniffer, sparkler, sprinkler, squabbler, stickler.

3. Cerebral, cloistral, cockerel, febrile, funeral, gambrel, hydraulic, inaugural, industrial, inquisitorial, kostril, lustral,


magisterial, mercurial, mineral, mistrial, moralist, oratorical, orchestral, patrol, pectoral, pickerel, pictorial, quadrille.

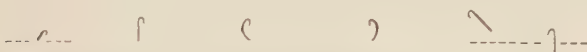
4. (1) Many farmers who formerly had no faith in ensilage, now declare in favor of it. (2) The use of chloroform for insomnia is dangerous. (3) The obstacles in the path of-the hydraulic engineer seem insuperable. (4) Here-is a-circular announcing an orchestral performance to be given at Music Hall next week. (5) Unstrap-the satchel and-hang-the clothes in-the closet. (6) The life-insurance rascals [Rays-Kay-Els] objected to-the inquisitorial ways of-the official investigators. (7) The febrile features of-the disease are-the most alarming. (8) Charles Cottrell was once a gambler; but now, as a judge, he never neglects his magisterial duties. (9) If-the atmosphere is clearer to-morrow, I will take some pictures of the inaugural ceremonies. (10) The sickness of one of-the jurors [Jer-Ars] caused a-mistrial in-the case of-the libeler. (11) When arguing a law case, he-makes use of many oratorical phrases; and he-is a-stickler for-the niceties of speech.


LESSON XXIV.




WORDS ADDED BY INITIAL HOOKS.

147. “**All**” or “**Will**,” “**Are**” or “**Our**,” **Added**.—(a) Phrase-signs are formed by adding an *l*- or an *r*-hook to simple-consonant and dash-vowel word-signs; also to the horizontal *and*-tick. The *l*-hook adds *all* or *will*; the *r*-hook adds *are* or *our*; thus:


 by all, at all, for all, of all, to all, and all *or* and will,


 who will, it will, they will; they are, by our, at our,


 of our, to our, and our *or* and are, who are.

(b) It is occasionally advantageous to extend this principle by enlarging the hook of a full-length *r*-hook word-sign or phrase-sign in order to (1) add *will* or *all*; thus:  there (see list on p. 104),  there will *or* they are all; and (2) to add *are* or *our* by enlarging a full-length *l*-hook phrase-sign; thus;  for all are *or* for all our.

148. “**Self**” and “**Selves**” **Added**.—(a) In accordance with the principle stated in paragraphs 68, 5; and 70, *Iss* or *Ses* may be added to *l*-hook or *r*-hook signs in order to add *self* or *selves*, respectively; thus:

to ours *or* to ourself, to ourselves, by ourself, by ourselves.

(b) The circles added to the dashes should, of course, be properly proportioned to the size of those signs.

149. The following is a list of










*Full-Length L-Hook and R-Hook Word-Signs
and Phrase-Signs.*





Bel ¹ , by all,	Bel ² , able,	Tel ² , tell, till, it will,	Tel ³ , until, at all,	Chel ² , which will,
Kel ¹ , call, equal-ly,	Kel ² , difficult-y,	Fel ² , full-y,	Vel ³ , value,	Dhel ² , they will,
Per ² , principle, principal,	Spers ² , surprise,	Ber ¹ , by our,	Ber ² , member, remember,	
Ber ³ , number-ed,	Ter ² , truth,	Ter ³ , at our,	Der ² , dear,	Der ³ , during.
Ver ² , every, very,	Ther ² , through,	Dher ¹ , either,	Dher ² , their, there,	Dher ³ , they are,
Sher ² , sure-ly,	Zher ² , pleasure,	Mer ¹ , Mr.,	Mer ² , mere,	Ner ¹ , remark-ed,
Ner ² , more,	Ner ¹ , near,	Ner ² , nor,	Ner ² , manner,	


150. **Dash-Vowel and And-Tick Phrase-Signs.**—

Pletoid ¹ , of all,	Pletoid ² , to all,	Teltoid ² , but all,	Cheltoid ¹ , but will,

Cheltoid ² , should all,	Jeltoid ² , who will,	Kletoid ² , and all,	Pretoid ¹ , and will,
Pretoid ² , to our,	Tretoid ² , but are,	Jertoid ² , who are,	Kretoid ² . and are, and our.






151. **Derivatives.**—From words comprising the list in paragraph 149, derivatives may be written according to the principle stated in paragraph 51, *b*. For example, join *Lays* to *Care* for *careless* ; *Bel* to *Remark*, *Pleasure*, and *Value*, for *remarkable-y*, *pleasurable-y*, *valuable*,  ; *Ens* or *Ar* to *Full* for *fullness*, *fuller*, ; *Lay* to *Mere* for *merely*, ; *El* to *Near* for *nearly*, ; *Ens* to *Near* for *nearness*, ; *Ar* to *Near* for *nearer*, ; *Steh* to *Near* for *nearest*, .

152. **Compounds.** — (*a*) Compounds composed of sign-words are formed, whenever practicable, by joining the word-signs; thus:  overcome,  moreover,  everything,  outnumber-ed. (*b*)

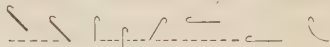
Sometimes, however, it is better to change the form of one of the words to secure an easier outline; for instance, *everywhere* is written , instead of joining *Wer*, the regular sign for *where*. (*c*) The first word of a compound should be written in the position it would occupy if standing alone.

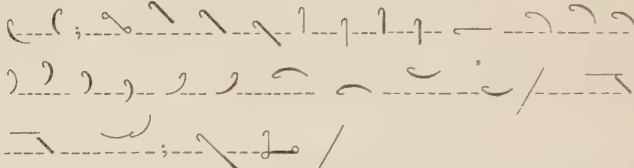
153. The following are the

L-Hook and R-Hook Contractions.

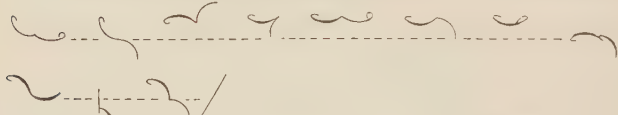
    
capable, capability, influential, probable-y, probability, transgress.

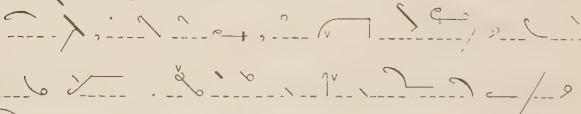
TWENTY-FIFTH READING EXERCISE.

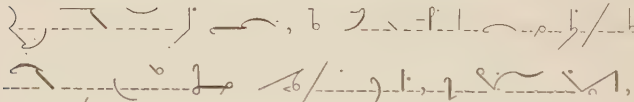
1 L-HOOK AND R-HOOK WORD-SIGNS, PHRASE-SIGNS AND CONTRACTIONS. 

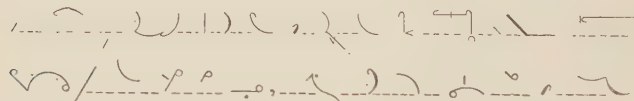


2 DERIVATIVES AND COMPOUNDS. 



3. 







TWENTY-FIFTH WRITING EXERCISE.

WORDS AND PHRASES REPRESENTED BY INITIAL-HOOK SIGNS.

1. Able, and all, and our, and will, at all, at our, but are, but will, by all, by our, by ourself, by ourselves, call, care, careless, dear, difficult-y, during, either, equal-ly, every, everything, everywhere, for all, for all are, for all our, from, full-y, fullness, fuller, it will, manner, member, mere, merely, more, moreover, Mr., near, nearer, nearest, nearly, nearness, nor, number-ed, of all, of our, on all, other, over, overcome, pleasure, pleasurable, pleasurably, principle, principal, remarked, remarkable, remarkably, remember-ed, should, all, sure-ly, surprise, tell, their, there, there will, they are, they are all, they will, through, till, to all, to our, to ours, to ourself, to ourselves, truth, until, value, valuable, very, which will, who are, who will.

2. **Contractions.**—Capable, capability, influential, probable, probably, probability, transgress.

3. (1) Mr. Trall is-an able and-influential member of Congress, and-it-will [Tetoid-Tel²] be surprising if-he fails to secure the passage of-the bill for reducing the duty on sugar from Cuba. (2) Everything now seems favorable for its passage in-the House. (3) Wireless telegraphy is a branch of science which seems likely to develop into-a utility of unusual value to-all. (4) There-is everywhere a desire for knowledge of-the principles by which it works. (5) I saw Mr. and Mrs. Adler at church to-day [Petoid²-Dee], and they promised to come to-our party and-bring their daughters. (6) They are all going to Florida the-first week in March. (7) The custom-house officials may seem careless, but they-will surely catch you if you transgress the law. (8) If-we go by-ourselves we-shall-have a-pleasurable time. (9) The probability of our being overcome by chemical fumes while we are studying chemistry is very small.

LESSON XXV.

FINAL HOOKS.

154. **The F-Hook or V-Hook.**—A small final hook on the circle side of any *straight* consonant stroke adds *f* or *v*; thus:



Pef, Def, Chef, Kef, Ref, Hef, Bref, Stef, Stref.

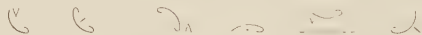
puff, deaf, chafe, cave, rove, heave, brave, stove, strife or strive.

REM.—The signs with an *f*-hook, when spoken of as a class, are called the F-hook signs, notwithstanding the hook also represents the sound of *v*.

155. **The N-Hook.**—(a) A small final hook on any *straight* consonant stroke, on the side opposite that for the *f*-hook, and (b) on the concave side of any curved consonant stroke, adds *n*; thus:



Pen, Den, Chen, Ken, Ren, Hen, Bren, Sten, Stren,
pun, den, chain, cane, roan, hewn, brain, stone, strain,






Fen, Flen, Fren, Men, Nen, Shen.







fine, flown, frown, main, nine, shown.

REM. 1.—Advanced writers occasionally represent *f* or *v* at the end of a curved stroke by a small hook, made, for the sake of distinction, a little longer than the *n*-hook; thus: they have. Many phrases of which *have* is a part, would be difficult, if not impossible, to write, without this hook; but with it, they are easily written and are legible. For a list of such phrases, see the *Standard-Phonographic Dictionary*, pages 624 and 1016; also *The Reporter's List*, pages 390–396.



REM. 2.—The signs with an *n*-hook, when spoken of as a class, are called the N-hook signs.




156. (a) A vowel *after* a stroke with an *f*-hook or an *n*-hook, is read BEFORE the hook; as in the examples above. (b) Hence, a *stroke* sign must be used for *f*, *v*, or *n*, whenever it is followed by a final vowel, as in  terrify,  Davy,  penny.

157. The *f*-hook or *n*-hook, when more convenient than a stroke, may be used in the middle of a word; thus:







 deafen,  divine,  prefer,  provoke,  traffic,  driver,

 punish,  finish,  furnish,  gainsay,  gainer.

158. When *f* or *v* occurs in the middle of a word and is followed by a vowel and final *s*, its stroke sign must be used; thus:  profess,  revise.

159. (a) A stroke must be used for final *n* when two distinctly-heard vowels precede it; thus:  lion,  peon. (b) But when final *n* is preceded by two vowels which may be expressed as stated in paragraph 105, the hook should be used; thus:  Napoleon.

160. (a) *S* or *z* may be added to an *f*-hook, or to an *n*-hook on a curve, by a small circle written within the hook; thus:


 proves,  strives,  scoffs,  fines,  means,  shines.




(b) Neither *Ses*, *Steh*, nor *Ster* can be added to the *f*-hook; nor to the *n*-hook on curves.



161. But an Iss, Ses, Steh, or Ster may be added to *straight-line n-hook* signs by writing it in the *n-hook's* place; thus:


 dance, dances, danced, spinster, experiences, experienced.





162. (a) The small circle in the *n-hook's* place is called the *Eus-circle*; the large circle, the *Enses-circle*: the small loop, the *Enst-loop*: the large loop, the *Enster-loop*. (b) The signs formed by the attachment of these circles and loops are named *Pens*, *Penses*, *Penst*, *Penster*—*Plens*, etc., *Prens*, etc.

163. *S* or *z* may be added to the *Enses-circle* and the *Enster-loop*, by a small circle turned on the opposite side of the stroke; thus:  punsters (named *Pensters*).

164. The tick for *the* may be joined to an *Ens-circle* or an *Enst-loop*; thus:  opens the,  against the. Advanced writers sometimes join a full-length stroke; thus:  Kansas City.

165. It is sometimes more convenient, when a stroke follows, to write the circle distinctly within the hook; thus:  ransom,  gainsaid.

166. The *Ens-* and *Enses-circles* are never used between *crossing* straight lines, nor between straight lines in the *same direction*: for, between crossing straight lines, they are in the situation of simple *Iss* and *Ses*; and if used between straight lines in the same direction, the second line would be read in connection with the circle as an *Iss-Per* or *Ses-Per* sign. Hence,  is *Pees-Kay*, not *Pens-Kay* (see paragraph

56, 5);  is Kayses-Ray, not Kenses-Ray;  is Pees-Per, not Pens-Pee (see paragraph 142, 2);  is Deeses-Ter, not Denses-Tee. They may, however, be used between straight lines and curves; thus:  -- Johnson.

167. A final *ns* sound, preceded by a curved consonant stroke, is usually represented by Ens instead of the *n*-hook and Iss, especially when derivative words require the *n*-stroke: as,



offense. offensive, offenses, convince, convinced, convinces.








REM.—(a) The following are nearly all the words written in accordance with this principle: Fence, offense, evince, convince, lance, lense (El-Ens), mince, immense, announce, enhance, pronounce, denounce, romance, renounce, assurance (Sher-Ens), affirmation (Fer-Em-Ens), penance (Pen-Ens), finance (Fen-Ens), annoyance, allowance, alliance (Lay-Ens), conveyance, affluence. (b) The words just given which are preceded by a point (.) require the *n* of the final syllable to be represented by a stroke, because the derivatives from them require a stroke, and also to express better the two consecutive vowels.

TWENTY-SIXTH READING EXERCISE.

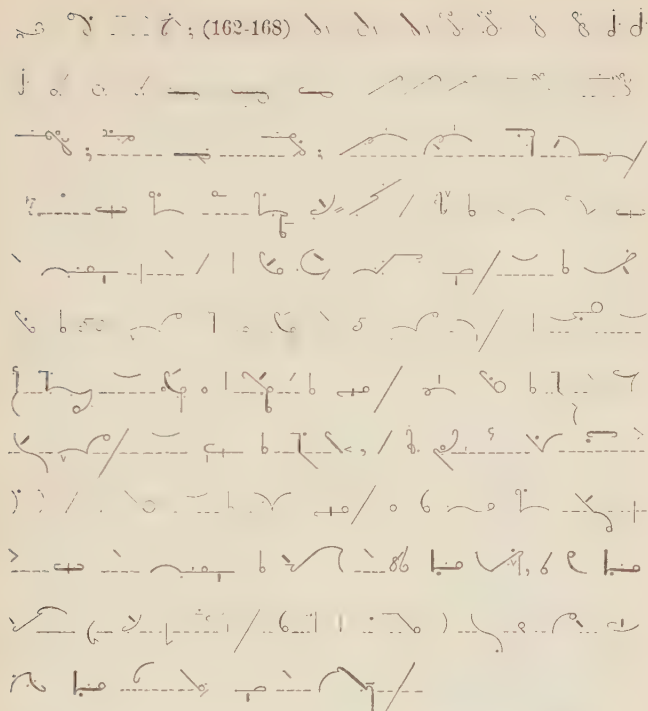
1. F added.                  

2 N added. (a)                 



TWENTY-SIXTH WRITING EXERCISE.

1. Buff, doff, chafe, cuff, Gough (Gof), reef, huff; set-off, staff, skiff, serf; bluff, clef, gruff.

2. Dive, gyve, rive, hove; stave, serve, swerve, starve; believe, breve, contrive, twelve, trave, derive, delve, clave, grieve, glave, strove.

3. Pawn, open, happen, bean, ebon, boon, ton, tune, Eden, din, hidden, dawn, iodine, deign, Jane, Augean, kin, cone, wren, Rhine, Hun; spun, Spain, supine, Sabine, stone, seton, satin, sudden, sicken, sequin, skein, Syrian [Iss-Ren]; plan, clan, glen; apron, prone, brine, brown, Adrian, crone, crown, Akron,

acorn, green, grown; weapon, waken, warn. Warren, sworn.

4. **The N-Hook on Curves.**—Feign, fan, fine. Vaughn, oven, haven, Avon; soften, syphon, seven; woven; flown, civilian; Ethan, thane, heathen, assign, sheen, Ossian, shown, session [Iss-Shen], lean, lawn, alien, Ellen, Helen, Eolian, Allen; Solon, saline, sullen; woolen; horn, iron, arraign, Aaron, earn, concern; mine, moon, omen, human, Simon, seaman, summon, simoon; women, woman, yeoman; non, anon, onion, nine, inane, noun, swain [Iss-Wayn], swine, sown; frown, throne, shrine.

5. Puff, puffy; pen, penny; buff, buffet [Fr. bōō-fā']; beef, bevy; ebon, ebony; doff, duffy, defy; Dane, Dana; chaff, chaffy; chin, China; cough, coffee, cone, coney; arrive, review; huff, huffy; fun, funny; vine, viny; assign, assignee; loan, Olney [El-En]; rain, rainy; main, many; Swain, Sweeney; hone, honey.

6. **The F-Hook in the Middle of Words.**—Buffoon, toughen, typhoon, deafen, dauphin, define, divine, divan, Epiphany, Bavaria, befog, bivouac, outfit, outvote, defied, deified, edified, defer, devote, devotee, deviate, devout, divide, devoid, David, devour, reveal, arrival, rival, revel, revere, river, reverence, equivocate, heaven, hover, paver, beaver, tougher, diver, Dover, chaffer, Jeffrey, griever, coffer, cover, quaver, diph'thong, diverge, advocacy, divinity, cacophony, defense, divorce, adverse, advance, roofless, spavin, beverage, believer, deliver, cleaver, clever, prover, approver, brevier, bravery, trover, driver, graver, prophet, grievance, behavior, extravagance, soporific.

7. **The N-Hook in the Middle of Words.**—(a) Panic, penury, pinery, punish, banish, tonnage, tenth, eighteenth, Downing, canopy, coinage, candy, Candia, keen-eyed, canary [Ken-Ray], quinsy, keenly, keener, coiner, economy, Canning, cunning, gunner, gunnery [Gen-Ray], gainsay, rainbow, Renwick, Rhenish [Ren-Shay], runner, runaway, finer, finery, finely, finish, veneer, vainly, vainer, vanish, atheneum, thinner, Athenian, heathenish [Dhen-Shay], Lenox, Leonora, linear, lonely, lonesome, minute, humanity, Monday, manhood, moon-eyed, meaner, mineR, (minor, Em-Ner) nunnery.

(b) **An N-Hook Sign and Two Primary Letters.**—Monomania, mantilla, mental, moonbeam, phenomena, phenomenon [Fen-Em-Nen].

(c) Barnwell (Bee-Ren-Lay), benignly, piquancy, pecuniary, potency, paganish, buttonwood [Bee-Ten-Dee], button-hole, turn-key, diurnal, demeanor, occupancy, cabin-boy, vacancy, organic, millennium, malignly, maligner, milliner, millionaire, envenom, vernal.

(d) Plenty, planet, plunge, blanch, brownish, furnish, French, fringe, frenzy, Greenwood [Gren-Dee²], pruner, granary [Gren-Ray], plainer, plenary, planner, cleaner, gleaner, greenly, cleanly, plainly.

(e) Penurious [Pen-Rays], openness, penance, convenience, finance, evenness, fineness, thinness.

(f) Synonym [Snen-Em], Saranac [Iss-Ren-Kay], seminary [Smen-Ray], sponge, Spanish, spinner, staunch, stench, stingy, stanza, suddenly [Sden-El], schooner, [Sken-Ar], scanner.

(g) Moonshine [Men-Shen], organism.

8. **A Primary Letter and an N-Hook Sign.**—Pippin, pinion, pennon, pigeon, pagan, bobbin, baboon, obtain, button, bidden, beacon, begin, born [Bee-Ren], burn, barn, bourne, Auburn, Byron, Bowman, benign, Bunyan, ottoman, outdone, Italy, turn [Tee-Ren], outrun, taken, token, deepen, domain, demon, adorn [Dee-Ren], deacon, cheapen, chicken, Japan, Julian, cabin, coffin, Koran, cannon, kitchen, quicken, gammon, ripen [Ray-Pen], rapine, Reuben, orphan, refine, ruffian, roughen, ravine, raven, renown, region, origin, rejoin, regain, foeman, famine, half-moon, foreign [Ef-Ren], violin, thorn, Assyrian, aspen, Alpine [Lay-Pen], Albion, leaven, Lyman, lemon, illumine [El-Men], learn [Lay-Arn], linen [El-Nen], legion [Lay-Jen], liken, Arabian, Roman, remain, organ, Oregon, Aragon, muffin, million, minion, imagine, machine, New-Haven, uneven, inhuman, Nathan, enjoin, engine.

9. **A Pel, or Per, Sign and an N-Hook Sign.**—Plebian, platoon, protean, pronoun, blacken, broken, Bremen, Britain, trepan, Tribune, triton, drayman, Dryden, dragoon, chairman, German, chlorine [Kel-Ren], clarion, Griffin, flagon, Phrygian, African, overrun, Mormon, Norman.

10. Puffs, paves, believes, braves, doves, droves, delves, achieves, Jove's, coughs, caves, cloves, Gove's, groves, gloves, arrives, swerves, heaves.

116 *Graham's Amanuensis Phonography*

11. Fins, vines, veins, thins, thanes, assigns, shines, shuns, lines, loans, lanes, earns, Aaron's, urns, means, moans, moons, nines, nuns, nonce, swains, swoons.

12. Pens, punster, bans, boons, spins, tense, tenses, dens, dense, condense, condenses, condensed, chance, chances, chanced, John's, trance, entrance', entran'ces, entranced', cans, Kansas, canst, cleanse, cleansed, cleanses, instance, instances, instanced, rains, preference [Pref-Rens], preferences, glance, glances, glanced, appearance, appearances, spinster, spinsters, punsters; ransom, ransack, gainsayed.

LESSON XXVI.

FINAL HOOKS.—*Continued.*




168. **Words Added by an F-Hook.**—*Have, of, or if* may be added by an *f*-hook to any full-length, straight consonant word-sign, to the dash-vowel word-signs, and to the horizontal *and*-tick ; thus :

Tef ³ ,	Telf ² ,	Chef ¹ ,	Beftoid ¹ ,	Peftoid ² ,
out of,	it will have,	each of,	all of, all have,	to have,






Teftoid ² ,	Jeftoid ² ,	Cheftoid ² ,	Keftoid ² ,
but if,	but have,	who have,	should have, and of (<i>but not</i> and have).







169. **I have.**—Advanced writers sometimes use Tet-oid¹ for *I* (see paragraph 80, *b*). To this sign *have* may be added by an *f*-hook ; thus : I have. This sign for *I have* may safely be used by beginners, but they should be careful always to write it in the first position and to make it small, like the example.







170. **Words Added by an N-Hook.**—**Not** may be added to the signs for *but* and *or*, by an *n*-hook ; thus : but not or not. **Own** may be added in the same manner, to full-length consonant word-signs expressing *our* ; also to the dash-vowel word-signs and the *and*-tick to which *our* has been added by an *r*-hook ; thus : our own, by our own, at our own, of our own, and our own. **In** may be added to the signs for *here* and *we are* ; thus : herein, we are in.





171 "**Than**" **Added**.—Any adjective or adverb of the comparative degree, represented by a sign without a final hook, loop, or circle, may have *than* added to it by an *n*-hook. For instance, Mern² , may be written for *more than*; Iss-Nern²  for *sooner than*; Kels²-Ren  for *closer than*.


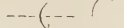





172. *F-Hook and N-Hook Word-Signs.*

				
Bef ² ,	Tef ² ,	Def ² ,	Tref ² ,	Chef ² ,
before,	whatever,	differ-ed-ent-ce,	truthful-ly	whichever,

					
Kref ² ,	Gef ² ,	Testoid ¹ ,	Jeftoid ² ,	Pen ² ,	Ben ² ,
careful-ly,	gave,	I have,	whoever,	upon,	been,




					
Brens ² ,	Den ² ,	Den ³ ,	Jen ² ,	Ken ² ,	Gen ² ,
remembrance,	done,	down,	general-ly,	can,	again,


			
Fen ² ,	Steh-Fen ² ,	Ven ¹ ,	Dhen ¹ ,
often,	phonography,	Standard Phonography,	even, within,

						
Dhen ² ,	Dhen ³ ,	Len ² ,	Arn ¹ ,	Men ¹ ,	Men ² ,	Nen ¹ ,
then,	than,	alone,	herein,	men,	man,	opinion, none, known.

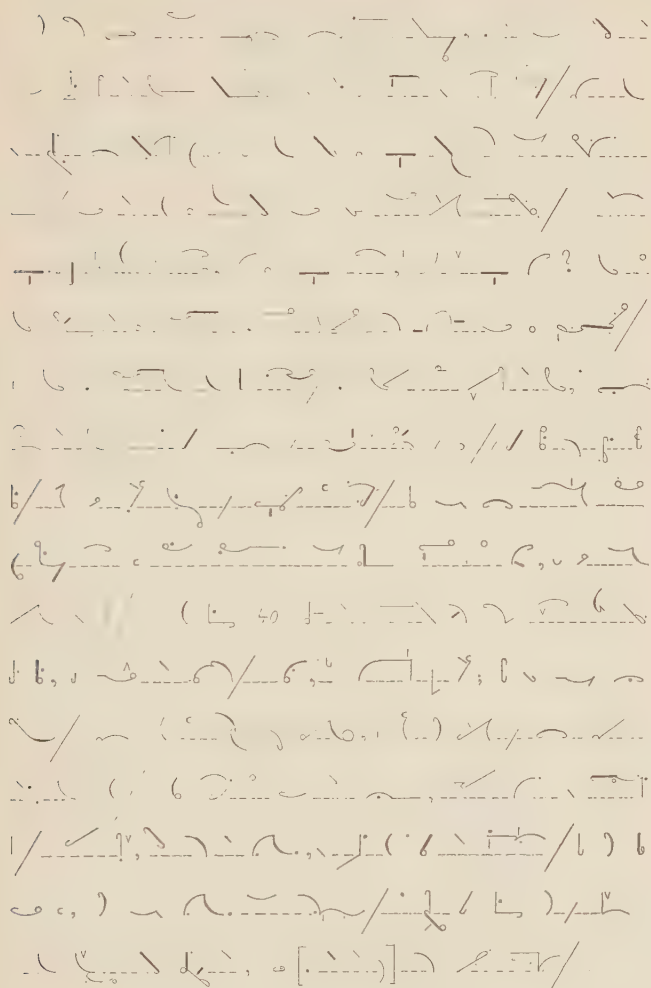
REM.—Above is written  Bee²-Vee, to distinguish it from before.

173. *Contractions Containing N-Hook Signs.*

		
phonographer,	Standard Phonographer,	phonographic,


Standard-Phonographic.

TWENTY-SEVENTH READING EXERCISE.



TWENTY-SEVENTH WRITING EXERCISE.

1. **F-Hook Phrases.**—All-have, all-of, and-of, but-have, but-if, each-of, I-have, it-will-have, out-of, should-have, to-have, who-have.

2. **N-Hook Phrases.**—And-our-own, by-our-own, of-our-own, Standard-Phonographer, Standard-Phonographic, Standard-Phonography, to-our-own, we-are-in.






3. **F-Hook and N-Hook Sign-Words.**—Again, alone, been, before, can, careful-ly, differ-ed, difference, different, done, down, even, gave, general-ly, herein, known, man, men, none, often, opinion, phonography, remembrance, than, then, truthful-ly, upon, what-ever, whichever, whoever, within.

4. (1) I-know I-can go there again, even alone, but I-decline to do so until you have been there and-expressed your opinion as to how truthful I-was in telling of what I-saw there. (2) My remembrance of-the place is clear, and-I often dwell upon it. (3) We have known each other many years, and-though we differ strongly in our religious opinions, it makes no difference in our love for each other. (4) It-is perilous to trespass within this inclosure; whoever does so risks his life. (5) It-is a-general practice for-the men of this village to go to-the post office in-the evening. (6) We should-have gone to-our-own home if-the plumber had done his work as he promised to; but it-is unsanitary and it-will-have to-be done over again. (7) I-will do what-ever you think should be done, and-take whichever place you think I-can fill best. (8) None of-the rest of us can do-the work so carefully as you-can; and-then, too, you have more time for it than anyone else. (9) I gave-the man a-dollar before he began-the work. (10) The storms down there are different from those up here. (11) We-are-in our-own home once more, and-now I-shall take up-the study of Standard-Phonography in earnest. (12) He tells me to plan-the work to suit myself; but-if I fail to suit him also, I-know there-will be trouble for me. (13) I-shall try to-have my son learn-the business. (14) He herein promises to sell your house and-our-own within three months. (15) The work should-have-been done by-our-own men, all-of whom have had-the necessary experience, and who-have-been out-of work several weeks.


LESSON XXVII.

FINAL HOOKS.—*Continued.*

174. **The Shon-Hook.**—A large final hook on the circle side of any consonant stroke adds the syllable *shon* ; thus :






				
Pee'shon,	Ter'shon,	Per'shon,	En-Ter'shon,	Sper'shon,
passion,	attrition,	operation,	nutrition,	suppression,

				
Em'shon,	En'shon,	Ef'shon,	Lay'shon,	Vee'shon.
motion,	nation,	fashion,	allusion,	vision.

REM. 1.—(a) The hook for *shon* may be used for any syllable of similar sound, *however spelled* ; as for the final syllable of “magician, Persian, tertian, suspicion, fashion, passion, derision, flexion.” (b) Care must be exercised lest the spelling should lead to the employment of this hook for syllables whose consonant sounds are not *shu* or *zhu*, as for the *-tion* of *question* = kwest-yŏn, which is written thus : 

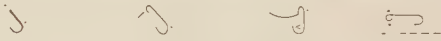
REM. 2.—The signs with a *shon*-hook, when spoken of as a class, are called the Shon-hook signs.

REM. 3.—**Shon represented by Shen.**—*Shon* or a similar syllable is usually represented by Shen in the following cases :—

- (a) When this syllable contains the only consonants in a word ; as in  ocean.
- (b) When this syllable is preceded by initial *s* only ; as in  session ; or by *ss*, as in  secession.
- (c) When this syllable is preceded by two vowels in a word requiring to be distinguished by outline from another word of the same consonants ; as in Con : Tee-En-Shen, -
continuation, which requires to be distinguished from
contention, , Con : Tee-Enshon,

- (d) In derivatives from words ending with *Ish*, as *diminution* (Dee-Em-En-Shen, and not Dee-Em-Enshon), derived from "diminish" (Dee-Em-En-Ish).

175. **The Tiv-Hook.**—A large final hook on any *straight* consonant stroke, on the side opposite that for the Shon-hook, adds the syllable *tiv*; thus:





 'com':Bee'tiv, Per'tiv, En-Ter'tiv, Sker'tiv.
 combative, operative, nutritive, secretive.

REM. 1.—The signs with a Tiv-hook, when spoken of as a class, are called the Tiv-hook signs.

REM. 2.—**Tiv Following Curves.**—(a) The Tiv-hook is never written upon a curve-consonant. (b) The syllable *tiv*, when it cannot be represented by a hook, is usually best represented by Tef. Hence, write En-Tef for "native," Em-Tef for "motive," Vee-Tef for "votive," En-Kays-Tef for "inquisitive."

176. A vowel after a stroke with a Shon- or Tiv-hook is read before the hook. See examples in paragraphs 174–5.

REM. 1.—When a third-place vowel and a large final hook occur on the same side of a stroke, the vowel may be written *within* the hook. See, in paragraph 174, "passion," "fashion, allusion;" and "nutritive" in paragraph 175.

REM. 2.—(a) A vowel *after* Shon or Tiv must be written *before* a following stroke; as in "auctioneer, visionary, activity," in paragraph 178; (b) or written after a stroke for the final consonant of *shon* or *tiv*; thus:  extortionate,  affectionate. (c) The mode of expressing *t* in the syllable *ate* in the preceding examples is in accordance with paragraph 199.

177. *S* or *z* may be added to the Shon-hook or Tiv-hook by a small circle written within the hook; thus:

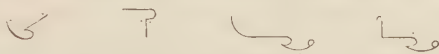


 passions, operatives, fashions.

178. The Shon-hook and the Tiv-hook are sometimes used in the middle of a word ; thus :



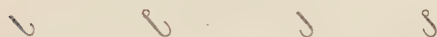
optional, auctioneer, occasional, passionate, conditional,



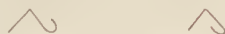
visionary, activity, effectiveness, attractiveness.

REM.—The junction between Shon and a following stroke is sometimes rendered easier by curving inward the point of the hook, as in the examples above.

179. *Shon-Hook and Tiv-Hook Word-Signs and Contractions.*



Beeshon², Iss-Beeshon², Beetive², Iss-Beetiv²,
objection, subjection, objective, subjective,



Ray²-Peeshon, Ray²-Peetiv.
representation, representative.

TWENTY-EIGHTH READING EXERCISE.

1. a.

b.

c.

1. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 2. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 3. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*

2. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 3. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*

3. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 4. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 5. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 6. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 7. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*
 8. *Handwritten phonographic symbols on a four-line guide, including various strokes and combinations.*

TWENTY-EIGHTH WRITING EXERCISE.

1. Studying the native flowers is-an attractive occupation. 2. The captive's story is corroborative of-the information given us by-our spies. 3. Chemicals are often more active when in solution than when dry. 4. The objections of-the operatives to-a reduction of wages had no effect upon-the mill owners. 5. The fire was caused by a-defective flue. 6. The logician was convincing, but-his language was figurative. 7. Such passionate actions are unworthy of emulation. 8. There-is more nutritive value in wheat than in any other grain. 9. Notwithstanding the derision which-the cause of prohibition receives, it-is worthy of adoption. 10. Those superstitions are illustrative of-the general ignorance prevailing among those people.

LESSON XXVIII.

FINAL HOOKS.—*Continued.*

180. **The Eshon-Hook.**—The syllable *shon* may be added to a circle at the end of a stroke, by a small hook; thus: \searrow_e = ps-shon.

REM.—In words in which this sign is used, a first-place or second-place vowel always occurs between *s* and the syllable *shon*. Hence, this hook, with reference to its being always preceded by a vowel, is called the Esh'on-(ě'shon) hook, or simply Esh'on.

181. When the vowel preceding Eshon is first-place, it should be written to the **LEFT** of the hook; when second-place, to the *right* of the hook; thus:

				
Deeshon,	Peeshon,	Peeshon,	Perseshon,	Trenshon.
decision,	position,	possession.	persuasion,	transition.

REM. 1.—After a little experience in reading Phonography, it is generally unnecessary to write the vowel that occurs between *s* and *shon*.

182. Iss may be added to the Eshon-hook; thus:
 \searrow_{eiss} possessions, \searrow_{eiss} physician's.

183. Eshon may occur in the middle of a word; thus:

		
Trenshon-Lay,	'con':Verseshon-Lay,	Senseshon-El.
transitional,	conversational,	sensational.

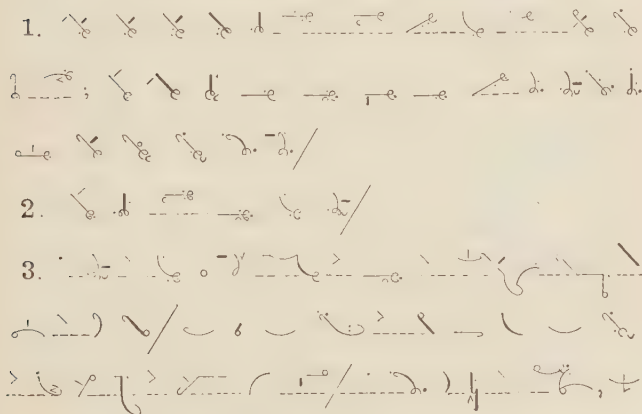
REM.—Words of the class of *conversational, transitional, sensational*, etc., will be found sufficiently legible, even though the vocalization in some cases be purposely or necessarily imperfect.

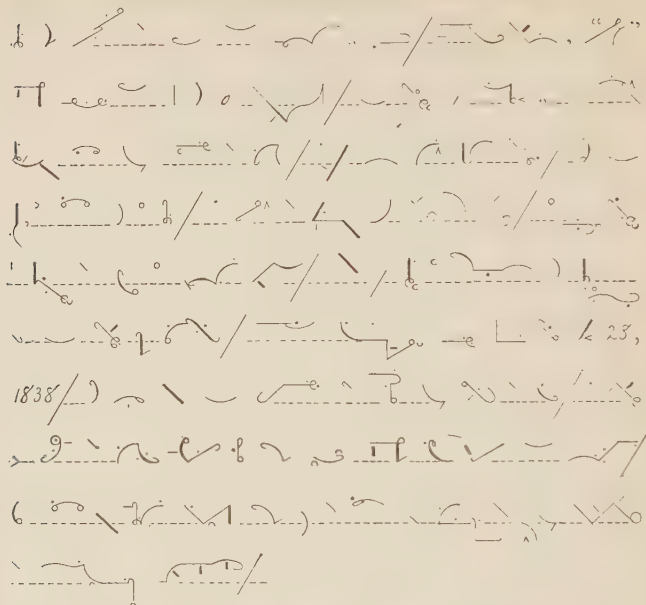
184. *Contraction containing Eshon.*— En-Vees-eshon², investigation.

185. *Sign-Words Represented by Final-Hook Signs:*

again, Gen ² .	general-ly, Jen ² .	Standard Phonog-
alone, Len ² .	herein, Arn ¹ .	raphy, Steh-Fen ² .
before, Bef ² .	I have Teftoid ¹ .	subjection, Sbee'shon ² .
been, Ben ² .	known, Nen ² .	subjective, Sbee'tiv ² .
can, Ken ² .	man, Men ² .	than, Dhen ³ .
careful-ly, Kref ² .	men, Men ¹ .	then, Dhen ² .
differ-ed, Def ² .	none, Nen ² .	truthful-ly, Tref ² .
difference, Def ² .	objection, Bee'shon ² .	upon, Pen ² .
different, Def ² .	objective, Bee'tiv ² .	whatever, Tef ² .
done, Den ² .	often, Fen ² .	whichever, Chef ² .
down, Den ³ .	opinion, Nen ¹ .	whoever, Jeftoid ² .
even, Ven ¹ .	phonography, Fen ² .	within, Dhen ¹ .
gave, Gef ² .	remembrance, Bren ² .	

TWENTY-NINTH READING EXERCISE.

















TWENTY-NINTH WRITING EXERCISE.

1. An-investigation of those principles of taxation has shown them to-be defective. 2. Persuasion will often accomplish more-than [Mern²] force. 3. I-believe he-has no realization of-the wrong in such actions. 4. They have no appreciation of what they-are losing by their indecision. 5. The machinery [Em-Ish-Ner] must work with-the utmost precision. 6. The etherization of-an animal is-a humane way of killing it. 7. Terrorization by soldiers suppressed-the rebellion. 8. The firm gave no authorization for such illegal [El-Gel] operations. 9. There are three brothers who-are [Jerdoid²] physicians, and-each has-a lucrative practice. 10. There-will [Dhrel²] be a-procession of four divisions of cavalry on-the king's accession, which-will occur next week. 11. Make a requisition for four barrels of flour, and-divide it equally among-the men. 12. The preacher is sensational, and I-think-the value of-his work is transitory. 13. In-the transitional period from boyhood or girlhood to manhood or womanhood, children should have especial care.

LESSON XXIX.

WIDENING.

186. (*a*) Em is widened, or shaded, to indicate the addition of the sound of either *p* or *b*; thus:

     
imp, pump, romp, imposition, impostor, impugn,
     
impatience, imbue, emboss, somebody, ambitious, ambition.







(*b*) This sign takes an N-hook or Shon-hook, but no *initial* hook.

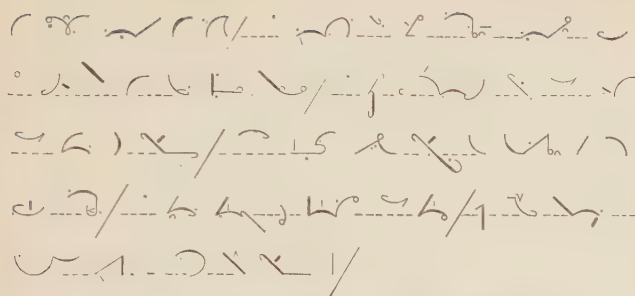
REM. 1.—**Names.**—The widened Em is called Emp, when it represents *mp*; and Emb when it represents *mb*.

REM. 2.—Emp or Emb never takes an *r*-hook, and so cannot be mistaken for Mer.

REM. 3.—**P Omitted.**—P is usually omitted when immediately preceded by *m* and immediately followed by *t*, *sh* or *k*: as in *temptation*, *consumption*, *pumpkin*; for words of this class are sufficiently legible without the expression of the *p*.

187. **Vocalization.**—A vowel written beside Emp or Emb should be read *before* or *after* both consonants, according as it is written above or below; thus:

     
imp, shampoo, umpire, imbue, emboss, embody.



THIRTIETH WRITING EXERCISE.

1. Ambassador, ambidexter, ambidextrous [Emb-Dee-Kays-Ters], ambiguity, ambiguous, ambition, ambitious, ambitiousness, amble, ambulation, ambush, ample, amplification, amplifier, amplify, amputation, bamboo, bamboozle, bump, camp, campaign, champion, clamp, clump, cramp, crimp, damp, dumbbells [Dee-Emb-Lays], dump, embalm, embalmer, embank, embargo, embarrass, embarrassed, embassy, embattle, embellish, embellished, embezzle, embezzler, embody, emboss, emperor, empire, empress, ensemble, example, exemplify, exemplification, extemporaneous, extemporary, gimp, hemp, hempen, hemp-seed [Emps-Dee], humbug, imbibe, imbue, imbued, imp, impair, impanel, impassion, impatience, impeach, impede, impel, impeller, imperial, inperious, impetuous, impetuosity, impetus, impiety, impious, impiously, impiousness, impinge, impish, impolicy, importation, impose, imposed, imposition, impostor, impotency, impoverish, impoverisher, impugn, impugnere [Empen-Ar], impunity, impure, impurely, impureness, impurity, imputable, imputation, imputative, impute, jump, jumper [Jay-Em-Per], lamp, lampoon, limp, lumbaginous [El-Emb-Jay-Eus], lumbago, mumps, nimbus, pampas, pamper [Pee-Em-Per], pimperl [Pee-Emp-Ren-Lay], plump, ramp, rampancy [Ar-Empen-Es], rhomb, rhombic, rhomboid, rhomboidal [Ar-Emb-De], romp, rompish, rompishly, rompishness, sambo, sample, sampler, scamp, scamper [Skay-Em-Per], shampoo, shrimp, simple, simplicity, skimp, slump [Sel-Emp], somebody, stamp, stampede, stamper [Steh-Emp-Ray], steamboat [Steh-Emb-Tee], stump,

stumpy, swamp, tambour, tambourine, tamp, tamper [Tee-Em-Per], tempest, tempestuous, templar, temple [Tee-Em-Pel], temporarily, temporariness, temporary, temporize, temporized, temporizer, umpire, vamp, vampire [Vee-Em-Per], vampire [Vee-Emp-Ray], vampirism, wampum [Wuh-Emp-Em].

2. (Par. 186. R. 3). Pre-emption, presumption, exemption, assumption, empty, temptation, pumpkin, Simpson.

3. (1) The ambassador's address was extemporary, but it was embellished with many fine phrases and-was devoid of ambiguity. (2) In America, thank heaven, there-is no embargo upon speech! (3) He impiously declares his unbelief in-the guidance of-the universe by divine power. (4) So mean an-impostor and-embezzler deserves a-hempen necktie. (5) He-will be much embarrassed when we impeach his testimony and-impute improper motives for giving it. (6) This poor fellow is-an example of many other impecunious [Emp-Kay-Ens] imperialists, for whom the emperor now cares nothing. (7) The physicians ascribe to impure milk most of-the typhoid fever cases now in town. (8) The impinging of-the car against-the rock was caused by a-broken wheel. (9) If-you spoke less imperatively, there would be more willingness to serve you. (10) It-is an-imposition to keep us waiting in-the sun for cars. (11) Such humbuggery [Emb-Ger] should be exposed at once and-severely denounced. (12) Mary has-a fine bunch [Bee-En-Chay] of pampas grass and-some nice specimens of pim-pernel. (13) Curb your impatience, the work is progressing with all dispatch. (14) The prisoner's lawyers claim it-is impossible to impanel an-impartial [Em-Per-Shel] jury [Jer] in this community. (15) There have been no important improvements in Phonography since the-first publication of Standard Phonography. (16) An-impostor came to-the embassy to practise an-imposition upon-the ambassador, with-the object of embarrassing him in-his relations with-the emperor and-empress. (17) Unless we make important improvements in the pumping station, it-will be impossible to reclaim-the swamps. (18) Somebody gave her a Lamp, simple in construction and-handsomely embellished. (19) His speech was ambiguous because he had been imbibing liquor too freely. (20) You may-be successful in curing him of consumption. (21) There-is no exemption from taxation because you-are an-alien. (22) His ambition is-to excel as-an embosser.

LESSON XXX.








LENGTHENING.








189. Doubling the length—

1. *Of Ing*, adds *kr*, or *gr*; thus:


 inker,  anchor,  sinker,  thinker,  anger,  hunger,  longer.

2. *Of any other Curve*, adds *tr*, *dr*, *thr*, or *dhr*; thus:

 letter,  ladder,  Luther,  leather,  fetter,  fodder,  father,

 meter,  matter,  mother,  enter,  niter,  tender,  neither.

REM. 1. **Names.**—The lengthened curves are named by adding to the name of the stroke the sound denoted by its lengthening; thus: Lay'ter. Way'ter, Wen'ter. Eu'ther. Fel'ther, Fer'ther. Fler'ther, Frel'ther, Ing'ker.

REM. 2.—Advanced writers sometimes lengthen a final *Ing*, to add *their*, *they are*, or *there*; thus:  among their.


REM. 3.—The past tense or perfect participle of a verb ending in Lay'ter, En'ter, or Ing'ker, is usually formed best by adding *Dee* to the primitive; thus:

 slaughtered,  rendered,  anchored.


REM. 4.—(a) Shel'ter, if written quite slanting, may, unlike Shel (paragraph 128, c), stand alone and be used with advantage for *shelter*, *shoulder*. (b) *Dee* may be added for *sheltered*, *shouldered*.

190. **Vocalization.**—*Ter, Der, etc., added by lengthening a curve should be read—*


1. *After the vowel following the stroke ; thus :*



 wa-ter, imbi-tter, mo-ther.




2. *Before any sounds expressed by a final-hook, loop or circle ; thus :*


 moder-n, alter-ations, Luther-an, norther-n.

3. Hence, *a vowel following consonants denoted by lengthening—*

(a) Must be omitted, as in  altera-
tion ; or

(b) Must be written before a following stroke-consonant, as in  eccentric.

191. (a) When consonants which it is allowable to express by lengthening are followed by a *final* vowel, some other mode of expressing them must be used ; for example :  angry,  ultra,  lottery. (b) The last example is given for comparison, although it involves a principle not yet explained. (See paragraph 199, a, b.)

192. **Position of Lengthened Curves.**—(a) In determining the *position* of a lengthened curve, regard the second half as a distinct sign, and place the first half in its proper position according to the rules previously given. (See paragraphs 34, 35.) (b) If a lengthened Way, for example, is to be written in the second posi-

tion, let the first half, or Way proper, rest on the line, and the addition for *tr*, *dr*, or *thr*, extend below the line. (See examples in the next two paragraphs.)

193. Lengthened-Curve Word-Signs:



Enter¹, Enter², Emter², Ardher², Waydher², Ferdher².
entire, another, matter, rather, whether, further.

REM. **Entirely, Material-ly.**—*Entirely* is formed from the sign for *entire* (in accordance with paragraph 52, b), by adding El; *entirety*, by adding Tee; and *material* or *materially*, from the sign for *matter*, by adding Lay; *materiality*, by adding Lay-Tee.

194. **"Their," "They are," or "There" Added.**—A curve-sign without a final hook, loop, or circle, may be lengthened to add *their*, *they are*, or *there*; thus: in there, or in their; if there, if their, or if they are; for there, for their, or for they are; when there, when their, or when they are; through there, or through their. (See DHR in the Standard-Phonographic Dictionary.)

REM. **Own Added.**—*Own* may be added by an *n*-hook to these or any other signs expressing *their*, when the stroke for *own* is not more convenient; thus: from their own.

THIRTY-FIRST READING EXERCISE.

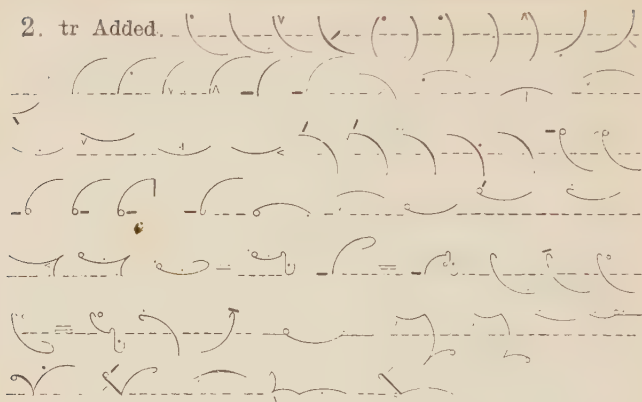
1. **kr Added.** /

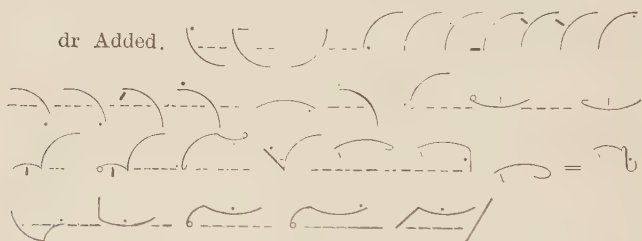


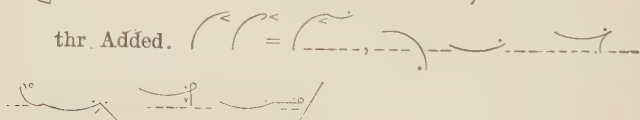
gr Added. /

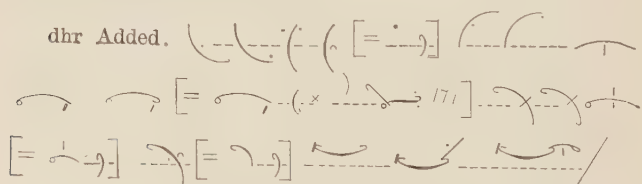


136 *Graham's Amanuensis Phonography*

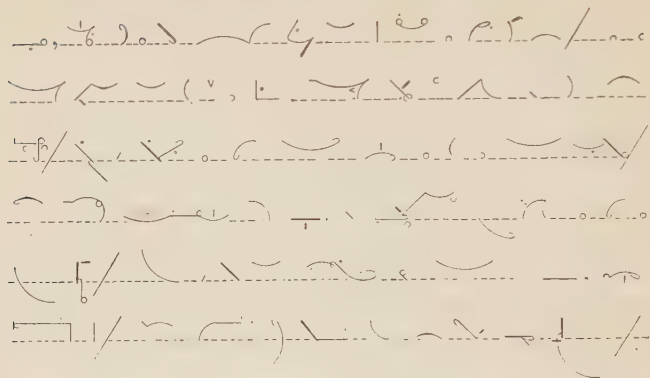
2. tr Added. 

dr Added. 

thr Added. 

dhr Added. 

3. Word-Signs. 



THIRTY-FIRST WRITING EXERCISE.

1. John has no hankering for such work as-is done by-his father, who-is an-unusually fine thinker. 2. The anchor chain broke during-the hurricane [Hay-Ray-Ken], and-the ship was driven from her anchorage. 3. The banker is losing many depositors because he-is such a-heavy drinker. 4. My handkerchief was blown into a-coal bunker while I-was trying to wipe away an-eye winker. 5. A-man can endure hunger much Longer-than thirst. 6. The finger I-broke last winter seems stronger now than before I-broke it. 7. The mongrel dog is-a fierce fighter, and-his anger is easily aroused. 8. The steamfitter is capable of repairing the gas-meter. 9. Take a-lantern [Lay-Entern] and-go to-the barn and-fasten-the shutter. 10. I-have a-thermometer and-a barometer, but neither has much intrinsic value. 11. The City Engineer has devised a-plan for-the filtration of enough river water to more-than [Meru²] supply-the city. 12. The zeal of-the Lutheran minister in working for charity has induced several philanthropists to assist him. 13. I take a-hot sea-water bath every-other [Verdher²] morning. 14. Yesterday [Ester-Dee] Arthur and Frederic [Ferder²-Kay] entered-the employ of-the Metropolitan [Emter-Pel-Ten] Insurance Company. 15. I-shall have to ride in-the sun the entire distance, no matter how hot the weather is. 16. The Misses Henderson [Ender-Sen] have just passed us in-their new automobile. 17. The guests must have-their Luncheon at twelve o'clock, if-they-are to go in-the 1.30 train.

LESSON XXXI.

HALVING.

195. **Halving to Add either T or D.**—By writing the stroke half its usual length, either *t* or *d* may be added to either of the following strokes: $\backslash \backslash | | / / _ _ \cup \cup ((.)) \rangle \rangle /$, or to any hooked consonant-stroke; thus:





\backslash	$_$	$_$	\cup	\cup	\rangle	$_$	$_$	\cup
pat,	dot,	cot,	feet,	plot,	brat,	clot,	greet,	fright,
pad,	Dodd,	cod,	feed,	plod,	brad,	clod,	greed,	fried,
\cup	\cup	\cup	\cup	\cup	\cup	\cup	\cup	\cup
wart,	warrant,	warned,	went,	wind,	cleft,	cleaved,	patient,	
ward,			wend,					
$_$	\cup	\cup	\cup	\cup	\cup	\cup	\cup	\cup
cautioned,	negatived,	fashioned,	ancient,					

REM. 1. The half-length Ray is never used alone; hence: "rate, root, wrought, write, wrote," etc., are written with Ray-Tee; "reed, rod, road, rode, red, read, rood, rude," etc., are written with Ray-Dee.

REM. 2. **T distinguished from D.**—(a) If deemed desirable, *d*, when added by halving to an F-hook, N-hook, or Shon-hook sign, may be distinguished from *t*, by making the hook heavy; thus: \cup proved, \cup pained, \cup fashioned. (b) But this distinction is, for the most part, unnecessary.

REM. 3. (a) In other cases, when *t* and *d* would not be sufficiently distinguished if both were added to the same kind of line, *t* should not be added by halving, except to a light line; nor *d*, except to a heavy line. If, for instance, *bead* requires to be distinguished from *beat*, write Bed for the former and Bee-Tee for the latter. For corresponding reasons, write Pret for *prate*, but









Per-Dee for *prayed*; Gled for *glowed*, but Gel-Tee for *gloat*; Wert for *wart*, but Wer-Dee for *ward*; Bred for *bride* or *broad*, but Ber-Tee for *bright* or *brought*. (b) With the aid of the context, these distinctions are *rarely* required.

REM. 4. **Past Tense, etc.**—The syllables *-ted* and *-ded* (terminating adjectives and the past tense or perfect participle of a verb) are usually written with Ted and Ded; thus:  dart,  darted;  afford,  afforded.

196. **Names of the Half-Lengths.**—(a) The halved letters, when spoken of as a class, are called Half-Lengths. (b) The different half-lengths are named by adding the syllable *et* or *ed* to the sound of the full-length, except when it is more convenient, or better for distinction's sake, to add the sound of *t* or *d* to the name of the full-length; thus: Pet or Ped, Bet or Bed, Ret or Red, Wemt or Wemd, Wert or Werd, Plet or Pled, Blet or Bled, Tlet or Teld, Delt or Deld or Dled, Pret or Pred, Bret or Bred, Mert or Merd, Pee'shont or Pee'shond, Dee'shond, etc.

197. **Reading and Vocalization of Half-Lengths.**—The reading and vocalization of halved letters should proceed as follows:





1. Read a halved letter with the vowel or vowels beside it, precisely as though it were a full-length sign.
2. Add the sound denoted by halving.
3. Add the sound of the final circle or loop, if any;

thus:  tau-t = taught,  fee-t = feet,  tauk-t = talked,  swif-t,  drif-t-s = drifts,  plan-d = planned,  studen-t-s = students,  stāt-d = stated.




198. Position of Words with Half-Length Letters.—

The first or the only inclined or perpendicular stroke of a word, when it is a half-length letter, should be written—




1. Half the height of a Tee above the line; that is, *in the first position*, when the accented (or only) vowel is *first-place*; as in

   
 esteem, bottom, tried, void.

2. On the line; that is, in the *second position*, when the accented (or only) vowel is *second-place* or *third-place*; as in

    
 fate, estimate, abundant, sent, knowest.

REM.—Words composed entirely of horizontal consonants, whether full-length or half-length—one or many strokes—are, of course, written in accordance with paragraph 34; thus :

1. The height of a Tee above the line; that is, in the first position, when the accented vowel is first-place; as in  wind.
2. On the line; that is, in the second position, when the accented vowel is second-place or third-place; as in  went,  impugned.

THIRTY-SECOND WRITING EXERCISE.

1. **T Added.**—Peat, pet, pat, apt, aped, pot, pout, beat, bit, bate, bait, bat, habit, bought, boat, Bute, boot, tat, taught, tote, tut, toot, tight, date, debt, dot, dote, doubt, doit, cheat, chit, etched, chat, Choate, jet, jut, jot, kit, eked, quit, coit, kite, caught, act, ached, coat, cut, cute, quote, got, gate, get, goat, gout, feet, fit, fought, oft, fight, fate, fat, aft, foot, vat, vote, east, iced, highest, out, shot, shout, shoot, shut.

2. **D Added.**—Pawed, pod, pied, paid, pad, bead, bid, bade, bed, bad, bide, buoyed, bayed, bode, bud, bowed, Todd, tweed, tide, toyed, towed, did, deed, died, dead, chid, chawed, chide, chewed, jawed, joyed, jade, aged, edged, Jude, kid, quid, quod, Cade, code, cud, cood, goad, gad, feed, fade, fed, food, feud, vied, avoid, void, vowed, viewed, thawed, eased, oozed, shod, shied, shade, shed, showed, shad, hoed, hied.

3. **T Added to Hook-Signs.**—(a) Wilt, welt, wart, Wirt, went, wont.

(b) Plot, plight, plate, plat, bleat, blot, built, blight, bloat, delight, cleat, clot, guilt, gloat, glut, fleet, flit, flight, fault, felt, flat, flute, flout, athlete.

(c) Operate, prate, Pratt, brought, bright, brat, brute, treat, trite, trait, trout, adroit, drought, Crete, concrete, court, greet, grit, girt, fraught, fright, affright, freight, fret, effort, fruit, overt, threat, throat, shirt.

(d) Puffed, abaft, tuft, doffed, deft, chafed, chaffed, coughed, cuffed, quaffed, gift, reft, raft, heft, hoofed, huffed, bluffed, cleft, profit, prophet, drift, draught, craft, graft.

(e) Pint, point, appoint, paint, pent, pant, bent, tint, taint, tent, content, dint, dent, daunt, chant, jaunt, Kent, cant, rent, rant, faint, fount, font, vent, vaunt, assent, shan't, lent, lint, arrant, mint, meant, mount, amount, anoint, warrant, pliant, plaint, plant, blent, blunt, flint, flaunt, print, brunt, Brant, Trent, grunt, grant, front, affront; patient, quotient, ancient, transien [Ter'shont].

(f) Split, sprite, separate, sprout, sprat, street, straight, strut, secrete, consecrate, skirt, spent, stuffed, constant, constituent [con-Steh-Tent¹], consistent [con-Ses-Tent¹], consequent, scoffed, silent, slant, cement, consonant, sonant, supplant, suppliant.

4. **D Added to Hook-Signs.**—(a) Warred, ward, weird, wired, wield, wild, walled, wailed, weld, willed, wind, wind, waned, wend, wand, wound.

(b) Plead, applaud, plod, plied, applied, played, plaid, ploughed, bleed, build, hobbled, blade, bled, bold, blood, idled, addled, huddled, hatcheled, child, clawed, clod, Clyde, clad, cloud, clewed, higgled, glade, glowed, ogled, glad, haggled, glued, gold, filled, field, followed, flawed, failed, flayed, fled, flowed, flood, yield.

(c) Appeared, prayed, prude, breed, broad, abroad, bride, braid, bred, brad, bird, brood, treed, trod, tried, trade, tread, uttered, hatred, dried, deride, dread, cheered, creed, cried, crowed, acrid, occurred, accrued, crowd, crude, agreed, grade, guard, haggard, fraud, freed, offered, afraid, averred, thread, third, shred, ushered, shroud, shrewd, shared, assured, hammered, humored, honored.

(d) Paved, dived, achieved, gyved, caved, arrived, raved, heaved, lived, believed, beloved, approved, proved, braved, delved, derived, contrived, cleaved, gloved, grieved, grooved, craved, staved.


(e) Pinned, pawned, pond, pined, pained, penned, append, opened, happened, pound, compound, oppugned, bond, bind, combined, bend, band, bound, abound, tinned, tined, heightened, attained, tend, attend, toned, atoned, tanned, tuned, attuned, dinned, dawned, domed, dined, deigned, dunned, chained, joined, conned, coined, gained, rind, rained, rend, round, honed, fiend, fawned, fond, find, confined, feigned, fend, offend, fund, fanned, found, confound, convened, vend, thinned, assigned, ascend, shunned, commissioned, leaned, Lind, lined, island, highland, lend, loaned, land, horned, ironed, arraigned, errand, earned, around, mend, amend, moaned, manned, mound, planned, pruned, blonde, blind, blend, brained, brand, trained, drained, drowned, cleaned, crowned, gleaned, gland, grinned, grind, groaned, grand, ground, aground, friend, frowned, throned, warned.








(f) Passioned, conditioned, cautioned, occasioned, cushioned, fashioned, motioned.


(g) Supplied, sabled, sidled, saddled, sickled, seclude, spread, sabred, sobered, stride, strayed, strode, strewed, sodered, sacred, succored, secured, spend, spanned, stand, saddened, sickened, scanned, second, concerned, summoned, sprained, strained, screened, suspend, sustained, stationed.

LESSON XXXII.










HALVING—*Continued.*





199. **Halving to Add T to a Light Sign or D to a Heavy one.**—(a) By halving the curve-signs for *l*, *r*, *m*, *n*, , *t* or *d* is added, according as the shortened letter is made *light* or *heavy*; thus :


							
NAMES:	Let,	Eld,	Art,	Ard,	Met,	Med,	Net, Ned.
	late,	laid,	art,	hard,	met,	mode,	net, need.









(b) Let , when standing alone, is always written upward, and is usually so written when joined to other strokes.



(c) Eld  is always written downward.

200. **Final rd.**—(a) Final *rd*, preceded by *Em*, *Ef*, *Vee*, or *Lay*, should be represented by *Red*, which can be more easily joined than *Ard*, especially in rapid writing; thus:  *mired*,  *fired*,  *veered*,  *lard*. (b) But when *rd* is preceded by *k* or *g*, generally use the *r*-hook and halve the *Kay* or *Gay*; as in  *cord*,  *cured*,  *guard*. (c) Occasionally, however, in words of two syllables, *Red* is best after *Kay* or *Gay*; as in  *coward*,  *skewered*.












201. **Wemd and Wend.**—The half-lengths of *Wem* and *Wen* should not be shaded when *d* is added, as in  *wombed*,  *wend*, for these signs could not then be distinguished from  *Merd* and  *Nerd* (see para-

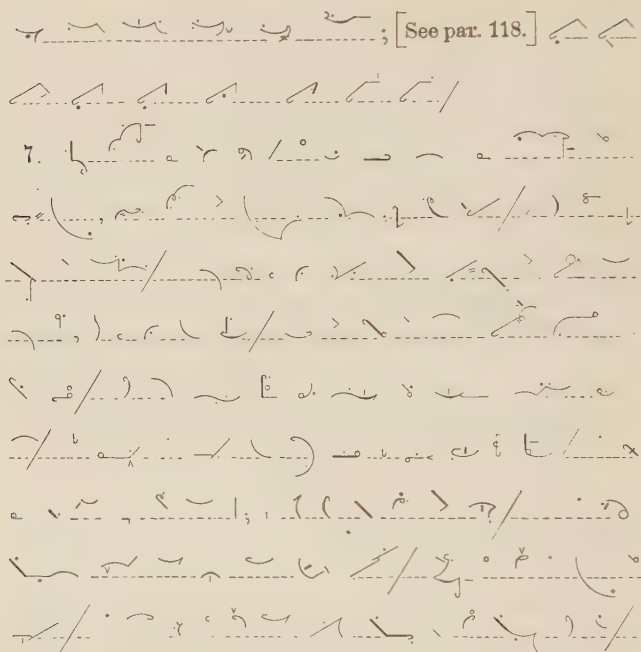
graph 131, Rem. 1). Remember that, to distinguish *d* from *t*, but four strokes, , are made heavy when shortened.

202. (a) Ing, Way, Yay, and Emp are halved only when a hook is added; as in  sanctioned,  swooned,  yield,  impugned. (b) Hence, the unhooked signs     cannot be read for *ngd*, *wd*, *yd*, *mpt*.

203. **Let for Eld.**—In a very few cases, when Eld cannot be conveniently used, Let is employed for *ld*; as in  muzzled;  embezzled.

THIRTY-THIRD READING EXERCISE.

1.           



THIRTY-THIRD WRITING EXERCISE.

1. **T Added to Light, and D to Heavy, Signs.**—(a) Lit, Lid, Lead, Lloyd, oiled, hilt, hilled, heeled, lot, Laud, halt, hauled, late, laid, Lade, let, Led, hailed, held, Load, Holt, hold, old, hulled, lad, lute, Lewd, lout, Loud, howled, eared, hurt, erred, art, heart, hard, hired, aired, meat, mete, mead, mit, mid, amid, mite, mate, maid, aimed, hemmed, mote, mode, mud, hummed, mat, mad, moot, mood, mute, mewed, neat, need, knit, hint, naught, nod, gnawed, night, hind, net, end, neighed, note, node hunt, aunt, ant, gnat, haunt, hand, knout, hound.

(b) Slight, slide, styled, sold, concealed, sort, seared, sword, soared, smite, seemed, smote, consumed, saint, send, sand, sound, consent.

(e) Muzzled, embezzled, whistled, household, misled.

2. **Half-Lengths Followed by Iss.**—(a) Peats, pits, pates, pets, beads, bids, buds, deeds, cheats, chats, Jude's, kites, quits, acts, goads, fights, fits, fates, shuts, lights, halts, lutes, leads, holds, loads, hurts, meets, maids, nights, notes, needs, ends.

(b) Spites, spouts, sects, sifts, slights, slides, swords, smites, cents, saints, sends.

(c) Plots, plods, bleeds, blots, clods, clouds, glades, fleets, floods, prates, brides, brutes, treats, trades, dreads, creeds, grades, efforts.

(d) Splits, sprites, streets, strides, secludes, secrets.

(e) Points, paints, bends, tints, attends, dents, chintz, chaunts, jaunts, counts, rends, rents, finds, vends, ascends, lends, errands, mounts, anoints.

(f) Complaints, prints, blends, brands, grinds, grants, glands, warrants, friends, flints.

(g) Spends, stands, students, seconds, slants, cements, consonants, sonants.

(h) Gifts, tufts, hafts, rifts, rafts.

3. **Half-Lengths Preceded by Full-Lengths.**—Appetite, pitched, paged, packed, epithet, pushed, upshot, pelt, polite, appealed, uphold, compelled, part, compared, pumped, bodied, budged, baked, begged, befit, obviate, bethought, bathed, biased, abashed, bullet, ballot, behold, beard, bard, beamed, tipped, outbid, hotbed, touched, attached, ticket, talked, toothed, tithed, toiled, tarred, outward [Tee-Ard], tempt, dipped, debate, ditched, adequate, conduct, dashed [Dee-Shayt], adult, delayed, dulled, dart, adored, condemned, chipped, checked, chilled, chimed, Egypt, jobbed, eject, jogged, jeweled, jarred, gemmed, jumped, kept, occupied, caged, cashed, acquiesced, camped, acenite, gapped, gushed, gummed, fidget, officiate, fort, comfort, fumed, rapid, vouched, vivid, violate, avert, convert, vomit, vamped, thatched, theft, ice-boat, associate, isolate, assailed, assort, assumed, shipped, shocked, shaft, sheared, ashamed, leaped, alleged, lagged, lift, loved, lulled, limit, alienate [Lay-Net], repeat, robbed, rigid, requite, ragged, refute, rushed, relate, railed, remit, orbit, armed, matched, mocked, moved, method, malt, mild, melt, mailed, merit, mart, Mahomet, maimed, nipped, notched, hinged, unfit, invade, initiate, knelt, nailed,






named, winked, thinnest, finest, vainest, meanest, leanest, keenest, fashionist, visionist, communionist, factionist, eLocutionist, canonist, excursionist.

4. (1) He who stands on etiquette merely shows his own smallness. (2) Be temperate [Tee-Em-Pret] in youth, or you-will-have to be abstinent [Bees-Ten-Ent] in old age. (3) The Load was too heavy to be hauled up-the hill by one horse; so we hired another, to avoid dividing the Load and-making two trips. (4) The maid seemed chagrined [Shay-Grend] when she learned of-the failure of her plot. (5) Animals for household pets are apt to be nuisances. (6) The dark clouds in-the west suggest a-storm. (7) The enormous and constantly increasing use of concrete instead of stone and-brick makes an-immense demand for Portland [Pret²-Lend] cement.





LESSON XXXIII.

HALVING—*Continued.*







204. **A Vowel after T or D.**—A vowel occurring after *t* or *d* should be treated as follows:

1. (a) It must be omitted if the *t* or *d* is expressed by halving, as in  ant'e'pate = anticipate ;
 (b) Or it must be written before a following consonant stroke, as in  wisd-o-m.
2. When *t* or *d* immediately precedes a final vowel, or a vowel and final *s*, it must be written by a stroke, as in  unity,
 needy,  notice.


205. **Joining Half-Lengths.**—(a) A half-length sign should not be joined to another stroke, unless easily distinguishable from any other letter or letters (as by reference to their junction, length, width, curvature, or some other particular); thus:

 hated,  midnight,  sentiment,  named.

(b) Hence, we must write

 , not  ;  , not  ;  , not 
 effect, liked, kicked.

206. **Half-Lengths Disjoined.**—When it would not be allowable to join a half-length, it is occasionally advantageous to lap it thus:

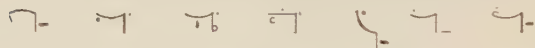

 date, dated; treat, treated; dread, dreaded; freight, freighted.

REM. In a few cases where it would be impracticable to join a downward Est to a preceding hook, the inconvenience of disjoining may be avoided by writing Est upward; thus:



 opinionist, factionist, visionist, excursionist.

207. **When Not to Use the Halving-Principle.**—*T* or *d* should *not* be expressed by halving in the following cases:—

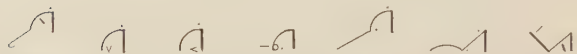
1. When the *t* or *d* is followed by a vowel which cannot safely be omitted or written before a following stroke; as in

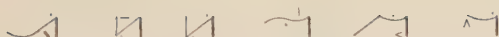

 motto, needy, notice, equity, veto, into, window.

REM. This secures a distinction between such words as


 need, needy; wind, windy; might, mighty; fat, fatty.

2. In such words as abed, afoot, unite, etc., to distinguish them from bed, foot, night, etc.
3. In words of more than one syllable, whose consonants, or last two, are *ld*, *rd*, or *nd*; as in


 hallowed, allied, allude, solid, rallied, married, borrowed,



narrowed, torrid, tarried, moneyed, renewed, annoyed.

REM. This secures a distinction between such words as

fold, fallowed; lied, allied; sold, solid; rolled, rallied; marred, married,

barred, borrowed; tarred, torrid; tired, tirade; ruined, renewed.

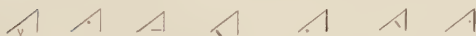
4. When the *t* or *d* is preceded by two vowels;
as in



quiet, poet, Jewett, naiad.

REM. This secures a distinction between certain words of a single syllable, as *quite* ---, and words of two syllables containing the same or nearly the same consonants as *quiet* ---. So also Jude /<, Jewett /<.

5. When *t* or *d* is the final consonant and the
preceding one is initial *r*; as in



write, rate, root, wrought, reed, road, red.

6. When it would not be allowable to join a
half-length, nor advantageous to lap it;
as in



liked, locate, effect, cooked, gagged, judged, roared.

THIRTY-FOURTH READING EXERCISE.

1. (204, 1) a.

b.

(2)

2. (205) a.

b.

3. (206)

4.

THIRTY-FOURTH WRITING EXERCISE.

1. **Half-Lengths Followed by Full-Lengths.**—Potato, pottage, optic, potash, aptly, epit'ome, beautify, badly, habitual, bitter, better, bottom, detail, deadly, detach, dotage, detection, deduction, agitate, kettle, cattle, cotton, cottage, Godhead, graduate, graduation [Gred-Shen], fatal, avidity, esteem, history, wisdom [Zed¹-Em], little, lately, lottery, retail, heartily, written [Ret¹-En], retain [Ret²-En], writing [Ret¹-Ing], redeem, hardly, notify, entity, antique, indict, needle, metal, modify, medium, madam, midway, meditation.

2. **Two Half-Lengths Preceded by a Full-Length.**—Capitulate, fortified, fortnight, fortunate, ascertained, legitimate, ascendant, left-hand, rectified, rectitude, inaptitude, infatuated, unindebted, multitude.

3. **Two Half-Lengths.**—Abdicate, abduct, beautified, obdurate, detached, detect, deduct, agitated, actuated, outlet, candidate, affidavit, foothold, evident, estimate, esteemed, eastward [Est-Ard], astound, ultimate, ill-timed, latitude, retaliate, retailed, right-hand, redeemed, hardened, retained, redound, modified, meditate, mitigate, midnight, mortified [Mert-Fed¹], sentiment, handmaid, indicted, indebted, undoubted, handled, windward [Wend-Werd¹], intact, indent, intend, indicate, induct, untold, intimate, entailed, intent, protect, tradewind, chartered, cultivate, curtailed, curtained, gratified, gratitude, graduated, flattened, frightened, verdict, threatened, superintend [Sprent-End], inordinate.

4. **Half-Lengths Disjoined.**—Deeded, dated, doubted, situated, unedited, undated, antedated, imitated, meditated, freighted, defrauded, dreaded, instituted [Ens-Tee: Ted—one *t* being omitted], radiated, awaited, escheat, emphatic, methodic, critic, athletic.

5. See Par. 207.—(a) Pity, body, tattoo, duty, Chitty, equity, Cato, gayety, veto, into, notice, window.

(b) Unite, avowed, abed, edit, acute.

(c) Hallowed, allied, alloyed, allude, elude, solid, sallied, rallied, relied, married, borrowed, buried, tarried, torrid, narrowed, moneyed, monad, renewed, annoyed, winnowed, accompanied.

(d) Quiet, poet, Jewett, naiad.

(e) Write, right, reed, rid, red, réad, wrought, wrote, road, rode, rood, rude, root.

(f) Peeped, popped, piped, judged, kicked, quaked, cooked, gagged, roared, reared, effect, affect, fact, fagot, fagged, evict, convict, vacate, evoked, locate, liquid, propped, bribed, correct, collect, aggregate, afflict, slacked.

6. (1) The Romans rode without [Dhet²] saddles, except some covering for ornament [Ren-Ment], such as the skin of a wild beast. (2) This kind of covering is represented in the sculptures of the Emperor Trajan, on the arch of Constantine ['con': Stent¹-En]. (3) Nevertheless, saddles of considerable size appear to have been in use in the reign of Theodosius [Ith-Dee-Shays], in the fourth century, as an edict was issued limiting their weight to sixty pounds. (4) No certain [Iss-Ret-En] evidence of the employment of stirrups [Ster-Pees] can be found prior to the sixth century. (5) The Greek and Roman youth were educated to vault from the ground into their seats on horseback.

LESSON XXXIV.

HALVING—*Continued.*

208. *List of Half-Length Word- and Phrase-Signs:*

















hoped, put, about, doubt, quite, could, God, good,
 if it, after, thought, that, without, astonish^{ed}_{ment},
 establish^{ed}_{ment}, is it, h-as it, used, wished, let,
 let us, world, Lord, read, heard, word, might,
 immediate-ly, made, somewhat, not, nature
 [natural-ly], under, is not, h-as not, want, till it, until it,
 told, called, equaled, valued, particular-ly, opportunity,
 spirit, proph^{et}, remembered, toward, according-ly,
 cared, great, throughout, in order, did not, do not,
 had not, gentlemen, gentleman, kind, cannot, account,
 will not, we will not, are not, we are not, werenot, mind,
 may not, am not, we may not, it will not, which will not.

REM. 1. (a) When all the consonants of a regular verb are expressed by a full-length word-sign, the past tense should be indicated by that word-sign made half-length. For example see *use* in paragraph 50; *equal*, *value*, and *care* in paragraph 149, and the past tenses—*used*, *equaled*, *valued*, and *cared*—in the above list. (b) The halving principle may be employed in some other cases, to add a *t* or *d* to form a derivative from a word-sign or contraction; but very rarely, unless the word-sign or contraction contains the last consonant of the primitive word. Hence, *Mer*, the sign for *remark*, should not be halved to add *t* for *remarked*.



















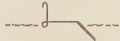
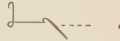



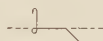
REM. 2. *Derivatives*.—(a) Derivatives from the sign-words of the preceding list may be written in accordance with the principles of paragraph 51. Thus: to the sign for *World* C_{\dots} (Eld²) add El¹ $\text{---}\text{f}_{\dots}$ for *worldly*; *El-En-Iss* $\text{---}\text{C}_{\dots}$ for *worldliness*; near the sign for *Lord* --- (Ard¹) write *Lay* $\text{---}\text{f}_{\dots}$ for *lordly*; to the sign for *Nature* --- (Net²) add *El* $\text{---}\text{f}_{\dots}$ for *natural-ly*, *El-Steh* $\text{---}\text{f}_{\dots}$ for *naturalist*; to the sign for *Spirit* --- (Spret¹) add *Lay* $\text{---}\text{f}_{\dots}$ for *spiritual-ly*; *Lay-Tee* $\text{---}\text{f}_{\dots}$ for *spirituality*; to the sign for *Great* --- (Gret²) add *Lay* $\text{---}\text{f}_{\dots}$ for *greatly*; *Ray* $\text{---}\text{f}_{\dots}$ for *greater*; *Steh* $\text{---}\text{f}_{\dots}$ for *greatest*; *En-Iss* $\text{---}\text{f}_{\dots}$ for *greatness*; to the sign for *Kind* --- (Kend¹) add *Lay* $\text{---}\text{f}_{\dots}$ for *kindly*; *En-Iss* $\text{---}\text{f}_{\dots}$ for *kindness*; and prefix *En* $\text{---}\text{f}_{\dots}$ for *unkind*. (b) The sign of the formative is usually disjoined when any of the sounds adjoining the formative are not indicated in the word-sign. Accordingly, below the sign for *Astonish* --- (Est¹) or *Establish* --- (Est²) write the *ing-dot* $\text{---}\text{f}_{\dots}$ for *astonishing*, $\text{---}\text{f}_{\dots}$ for *establishing*; near the sign for *Particular* --- (Pret¹) write *Tee* $\text{---}\text{f}_{\dots}$ for *particularity*, or *Zee* $\text{---}\text{f}_{\dots}$ for *particularize*, or *Zed* $\text{---}\text{f}_{\dots}$ for *particularized*; near *Gentleman* --- (Jent²) write *Lay* for $\text{---}\text{f}_{\dots}$ *gentlemanly*.

REM. 3. *Distinctions*.—If it is desired to distinguish by signs between *particular* and *particularly*, etc., write *Lay* near the end of the signs for “particular, immediate, according,” for “particularly, immediately, accordingly.”

209. *List of Contractions containing Half-Lengths:*





 acknowledged, afterward, forward, inconsistent,




 indiscriminate^e, indispensable^e, intelligence, intelligent,





 intelligible, interest, manuscript, onward, practicability^{le}



 transcript, understand, understood.

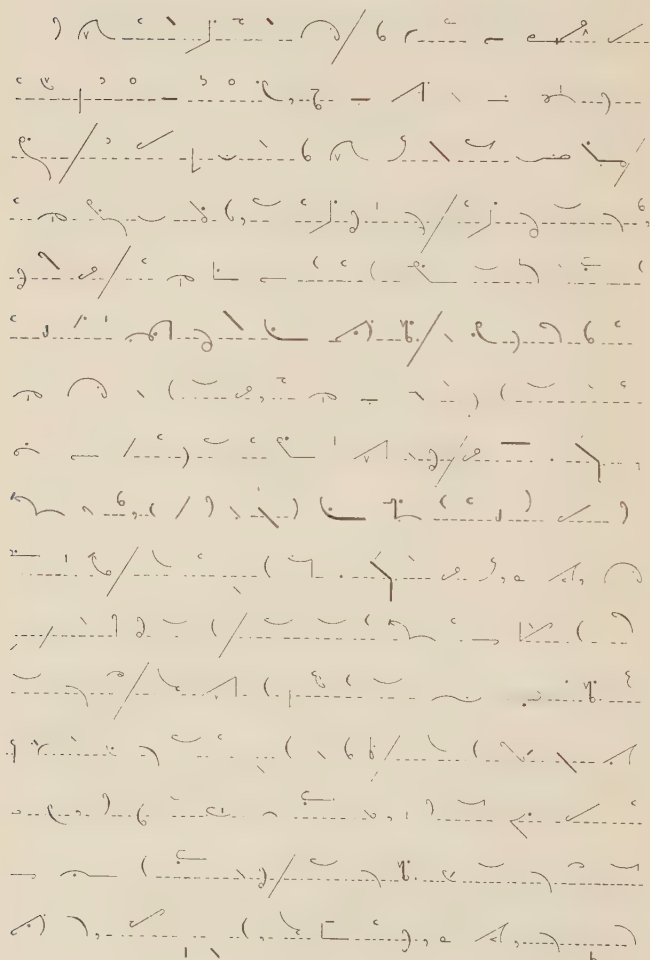
REM. — *Primitives and Derivatives.*





 (a) acknowledge, acknowledged, acknowledgment; (b) forward,




 forwarded, forwarder; (c) inconsistent, inconsistently,




 inconsistency; (d) indiscriminate, indiscriminately; (e) intelligence,




 intelligencer, intelligibility, intelligently; (f) interested (208, R. 1, b),




 disinterested, disinterestedness; (g) transcribe, transcriber,




 transcribed, transcript, transcription, transcriptive;

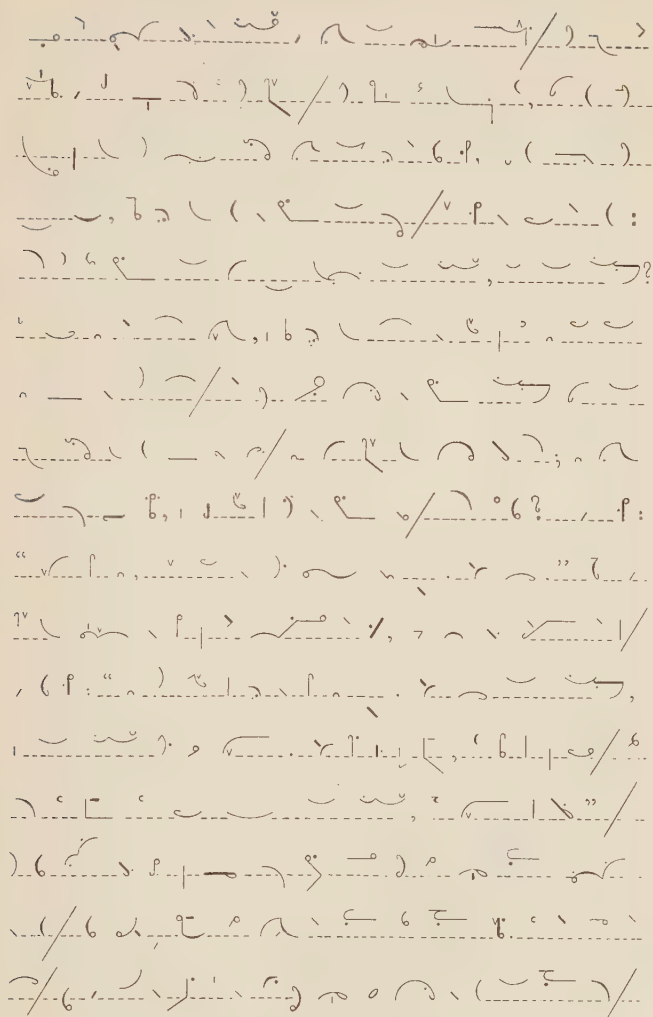
“understanding, interesting,” and other derivatives, may be formed in accordance with the principle stated in paragraph 51.

THIRTY-FIFTH READING EXERCISE.

SHORT WORDS



Handwritten musical notation on a five-line staff, featuring various notes, rests, and bar lines. The notation is written in a cursive style, typical of early 20th-century manuscript notation. The staff is divided into measures by vertical bar lines. The notes are written in a fluid, connected manner, with some notes having stems and others being beamed together. The overall appearance is that of a personal or working manuscript, possibly for a song or a piece of music.



THIRTY-FIFTH WRITING EXERCISE.

SHORT WORDS*—Continued.

NOTE.—A colon (:) before a hyphen (-) in a compound, indicates that the words are to be disjoined.

The use of long words which we get from other tongues not only makes our thoughts and-our speech dim and-hazy, but it-has done somewhat to harm-the morals of-our people. Crime sometimes does not look like crime when it-is set before us in-the many folds of-a long word. When a-man steals and-we call it "defalcation," we-are at a-loss to know if-it-is a-blunder or-a crime. If-he does not tell-the truth and-we-are told that it-is a-case of "prevarication," it takes us some time to know just what we should think of it. No man will ever cheat himself into wrong-doing, nor will he be at a-loss to judge of others if-he thinks and-speaks of acts in clear, crisp, English terms. It-is a-good rule, when one is at a-loss to know if an-act is right or wrong, to write it out in short, straight:-out English. It may-be said that if we carry this thing too far, we may cramp ourselves too much, that our language has been made rich by what it-has gained from others, and-that we ought not to-lose-the use of words which we need to give shades of meaning, or for scientific purposes. All that is true, but still we should take care to make our-own tongue the ground:-work of-our thoughts and-speech. Many things are gained by so doing. He who will try to use short words and-to shun long ones will in a-little while not only find that-he can do so with ease, but that it-will also make him more ready in-the use of words of Greek or Latin origin when-he needs them. If-he tries to write in words of one syllable, he-will find that he-will run through his mind a-great many words to get those he needs. While he may-not at-the time use them, yet they-are brought to-his mind in-his search for those that-he wants. It-is a-good way to-learn words of-all kinds. When a-man is in search of one fact, he may-be led to look at every book in-his library, and-thus he learns many things. There-is another gain when we try to use only short words: to bring them in and-to keep all others out, we have to take a-great many views of-the

*An address by Horatio Seymour to a state convention of school superintendents at Utica, N. Y. (1878).

topic about which we write. In this way we find that we bring to-our minds a-great many new thoughts and ideas that would not otherwise spring up. I-am sure, if this plan is tried, men will be struck with-the many phases brought to their view of-the things that they study, which they would not see if they did-not. The old lady was right that every day went from garret to cellar, and-saw and-learned everything in all parts of her house. There-is something of-the like gained when we try to use only short words ; when we look them up we see a-great many others, and-learn a-great many things about other topics as well.







LESSON XXXV.

CONTRACTED PREFIXES.





210. (a) Prefixes which it would be difficult or tedious to write in full, may be contracted. (b) Such contractions are called Prefix-Signs.

211. The prefixes most frequently used and the signs by which they are represented, are given in the following:—





List of Prefix-Contractions.




1. **Accom-** is expressed by a heavy dot written at the beginning of the remainder of the word; thus:  accommodation,  accompany,  accomplice.
2. **Circum-** is indicated by Iss written at the side of the first stroke of the remainder of the word; thus:  circumstances,  circumference,  circumscribe.

REM.—The *advanced* writer may omit the sign for *circum-* in writing “circumstance” and its derivatives.




3. **Con-, Com-, Cog-** are denoted by a light dot written at the beginning of the remainder of the word; thus:  conscience,  commit,  comply,  cognate.




REM.—(a) In the following words and their derivatives, *con-*, *com-*, are best written in the manner indicated by the outline-names: *conic*, Kay-En-Kay; *comity*, Kay-Em-Tee; *commiserate*, Kay-Ems-Ret; *commotion*, Kay-Emshon; *commerce*, Kay-Mers;

comrade, Kay-Merd. (b) *Con-* = *cong*, may be expressed, by license, by the sign of *con-*; thus:  congress,  conquer. (c) *Concom-* occurs in *concomitant* and its derivatives. It is represented thus:  or .

4. **Contra-, Contro-, Counter-**.—When these prefixes cannot be more conveniently expressed otherwise, they may be indicated by a tick written at the beginning of the remainder of the word; thus:  contradict,  controvert,  countersign.

REM.—This sign is used for *contri-* in *contribute* and its derivatives.

5. **Decom-, Discom-, Discon-** are expressed by Dee written near the remainder of the word; thus:  decompose,  discomfort,  discontinue.

6. **Fore-, For-**.—When this prefix cannot be more conveniently written otherwise, it may be expressed by Ef written near, and sometimes joined to, the remainder of the word; thus:  foreknowledge,  forward,  forsooth.

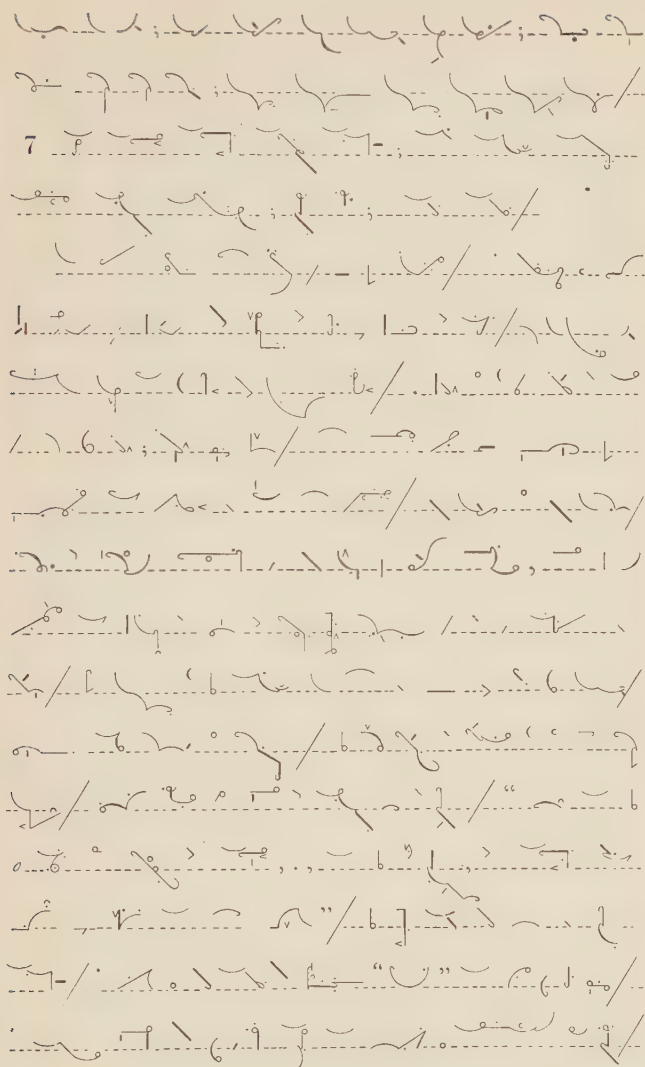
REM.—(a) This prefix is joined in writing the following words and their derivatives: *Forever*, *forewarn*, *forenoon*, *forsooth*, *forswear*, *forward*. (b) Until the learner has had considerable experience, it will be well for him to express *fore-* or *for-* by a *disjoined* Ef in the following words: *Foreclose*, *forefather*, *foreknow*, *forenamed*, *foresee*, *foreshow*, *forethought*. (c) Write *fore-* or *for-* with *Fer* in the following words and their derivatives: *Foretell*, *forgave*, *forget*, *forsake*; (d) and with *Ef-Ar* in the following words: *Foreland*, *foreloek*, *foreman*, *foremast*, *foremost*, *forerun*, *foresail*; (e) write *forehead*, *Ef-Ray-Dee*.

7. **Incon-, Incom-, Incog-** are expressed by En written above the line, and near, or partially over, the remainder of the word; thus: *inconstant*, *incomplete*, *incognito*.

REM.—(a) This prefix-sign is occasionally joined to the remainder of the word; it may be joined in the following and their derivatives: *inconsistent*, *incomplete*, *inconvenient*, *incompetent*, *inconsequence*, *inconceivable*, *incomprehensible*. (b) The prefix *incon-* is sometimes joined to a following stroke by an In-hook; thus: *inconsiderable* or *in considerable*. (c) The sign for *incom-* may be used by license for *incum-* or *encum-*; thus: *incumbent*, *encompass*.

THIRTY-SIXTH READING EXERCISE.

- 1 *or* *b* *c* *s* *h* *l* *n* *g* *r* *e* *t* *h*



THIRTY-SIXTH WRITING EXERCISE.

1. Accomplished, accomplishment, accomplisher; circumlocution, circumnavigation, circumnavigator, circumscription, circumscriptive, circumvention; conciliate ['con': Iss-Let¹], conciliation, conciliative, conciliator ['con': Iss-Layer], conciliatory ['con': Iss-Let¹-Ray], concise ['con': Es-Iss], concisely, conciseness, conclusion, conclusive, concoct, concoction, concord, concordance ['con': Kerd-Ens], concordat ['con': Kerd-Tee], concourse, concrete, concur, concurrent, connive; combatable, combatant, combative ['com': Beetiv], combativeness ['com': Bee-Tef-Ens], combine, combustible ['com': Bees-Ble], combustion ['com': Bees-Ten], commune, communication, communicative; cognate, cognition, cognomen; conic, comity, commiserate, commotion, commerce, comrade; conquer, congress; concomitant, concomitance, concomitancy; contradiction, contradistinction, contributory, contributive, controversy ['contro': Ver-Es], controverter ['contro': Verter], counteract, counterbalance, counterblast, countercharge, countercheck, counter-march, counterpane, counterpoise, counterplea, counterpart, counter-revolution, countersink, countervail, counterwork; decomposable, decomposer, decompound; discommode, discommodity, discompose, disconnection, discontinuance, discontented, discontentedly. Write Ef, disjoined, for *fore-* in the following words: Foreadvise, fore-arm, forebode, foreboder [Bee-Der for *boder*], forebodement, foredoom, fore-end, forefend, forefoot, forefront, forelay, foretop. Write Ef-Ar for *fore-* in the following words: Foreland, forelock, foreman, foremast, foremost, forerun, forerunner, foresail. Write Ef-Ray-Dee for *forehead*. Write Fer for *for-e* in the following words: Forbid, forecast, forecastle, forego, foregone, foretell, foretold, forgave, forgive, forgot, fork, forlorn, form, formation, formative, former [Fer-Mer], forsake. Write En¹, disjoined, for *incom-*, *incon-*, *incog-* in the following words: Incombustible, incommensurable, incommensurate, incommode, incommunicable, incommunicative, incommutable [En¹: Tee-Bel], incompact, incomparable, impassionate, incompatible, incomplex, incomposite, incompressible, incomputable; inconcealable, inconclusive, inconcoction, incondensable, inconformity, incongealable, incongruity, incon-




gruous, inconseionable, inconsolable, inconsonance, inconspicuous, inconstancy, inconsummate, incontestable, incontiguous, incontinence [En¹: Ten-Ens], incontrollable, inconvertible, inconvincible; incognito, incognizable [En¹: Ens-Bee]. Write En¹, joined to the remainder of the word, for *incom-*, *incon-* in the following words: Incompetence, incompetency, incompetent, incomplete, incomppliance [En-Plens], incomprehensible [En¹-Per-Ens-Bee]; inconceivable, inconsequence [En¹-Skens], inconsequent [En¹-Skent], inconsequential [En¹-Skay-En-Shel], inconvenience, inconvenient. Write the In-hook for *incon-* in the following words: Inconsiderable, inconsiderate, inconsideration.



2. (1) The-first circumnavigation of-the earth was accomplished in 1522 by one of-the five Spanish ships which left Spain in 1519 in command of Ferdinand Magellan, a-Portuguese captain, who was trying to find a-passage through-the newly found continent of America and-a westward route to-the Indian Ocean. (2) Concise and conciliatory resolutions were adopted and-all circumlocution avoided. (3) The Senate and-House of Representatives concurred in referring to-a joint committee the communication from-the Chamber of Commerce and-all cognate matters. (4) Their contradictory statements, and countercharges of contributory negligence, caused-the discomfiture of-the former comrades. (5) The conclusion of-the controversy resulted in a-discontinuance of discontent, and contributed in no small measure to universal concord and-comity. (6) To-be fore:-advised is to-be fore:-armed. (7) The forlorn, forsaken outcast is forced to forego former comforts. (8) The incompetent stenographer, in-consequence of incomplete knowledge, incommodes his employer by incomprehensible or incongruous transcripts, and-causes no inconsiderable inconvenience.






LESSON XXXVI.



CONTRACTED PREFIXES — *Continued.*

211. (*Continued*)

8. **Inter-, Intro-** are expressed by Net, disjoined, before the remainder of the word; thus:  interchange,  introduce,  interlinear.

REM.—(a) This prefix-sign may be used, by license, for *enter-*. (b) The *advanced* writer frequently joins the sign for these prefixes to the remainder of the word; thus:  interdict,  introduce. (c) It may be joined in the following words and their derivatives: Enterprise, entertain, interchange, intercourse, interdict, interest, interfere, interjacent, interjection, interpolate, interpose, interpret (Net-Pret), interrogate, interrupt (Net-Pet), intersect, intertwine (Net-Tee-Wen), interval, intervene, interview, interweave (Net-Weh-Vee), introduce, introspect, introvert.

9. **Irrecon-** is expressed by Ar written near the remainder of the word; thus:  irreconcilable,  irreconciliation.
10. **Magna-, Magni-** are represented by Em written over (or partly over) the remainder of the word; thus:  magnanimous,  magnify,  magnitude.

REM.—This prefix-sign may be used by license for *magne-*; thus:  magnetism,  magnesia.

11. **Miscon-, Miscom-** are expressed by **Em-Iss** written above the remainder of the word; thus:

misconduct, misconstrue, miscompute.

REM.—The *advanced* writer may join this prefix-sign in writing “misconduct, misconception,” and their derivatives.

12. **Noncon-, Noncom-** are denoted by **Nen** written over or through the first stroke of the remainder of the word; thus: noncontent, nonconducting, noncommittal.







REM.—(a) The sign for this prefix is never joined. (b) *Non-*, written (as it frequently is) with **Nen**, is distinguished from *noncom-* by being written *near* but not *over* or *through* the first stroke of the remainder of the word.

13. **Recon-, Recom-, Recog-** are expressed by **Ray** written near the remainder of the word; thus: reconcile, recommend, recognize.




REM.—This prefix sign may be used by license for *recum-*, in “recumbent” and its derivatives.











14. **Self-** is represented by **Iss** written beside the first stroke of the remainder of the word; thus: self-respect, selfish, selfhood.

REM.—(a) The *advanced* writer frequently joins the sign for *self* to the remainder of the word; thus: self-esteem, selfish. (b) *Self-con-* may be expressed by writing the sign for *self* in the place of the *con-* or *com-* dot; thus: self-conceit. (c) *Self-contr-* may be expressed by the sign for *contra-* with **Iss** prefixed.

15. **Uncon-, Uncom-** are represented by En, written, usually on the line, near the remainder of the word; thus: - uncontrolled,  uncombined,  unconnected,  unconscious,  unconstrained,  uncomfortable.

REM.—These prefixes are usually En² (or lower than *Incon-* for the sake of distinction. The advanced writer may join the sign for this prefix in the following words, and their derivatives: Unconcern, unconditional, unconstitutional (*Ens-Teeshon-Lay*), the first *t* being omitted according to paragraph 218, 3.

16. **Unrecon-, Unrecom-, Unrecog-** are expressed by Ner written partly over the remainder of the word; thus:  unreconciled,  unrecompensed,  unrecognized.

212. **Prefixed Syllables.**—(a) When any one of the prefixes given above is preceded by a syllable, as *in-* or *un-*, such syllable may be expressed by the proper letter or letters joined to, or written near, the prefix; thus:  uncircumscribed,  unselfish,  undecomposed,  uncontradicted,  interrupted,  unforeseen,  disencumber,  disinterested,  unaccomplished. (b) The prefixed syllable, in such case, may usually be left unvocalized. (c) To preserve lineality of writing, it is occasionally necessary that a prefix-sign, when joined to a preceding syllable, should be brought out of its usual position; as in “disencumber.” (d) The *con-*, *com-*, or *cog-* is sometimes expressed in connection with the preposition *in*, by the sign for *incon-*, etc.; thus:  in

conjunction, in comparison. (e) The advanced writer may indicate this prefix, also *accom-* in other cases, by commencing the remainder of the word, when convenient, under the last stroke of the preceding word; thus: common consent, small compensation. I will accommodate. (f) The prefix *contra-*, *contro-*, or *counter-* may, in like manner, be expressed in connection with the preposition *in*, by the sign for *uncontra-*; thus: in contradistinction.

THIRTY-SEVENTH READING EXERCISE.

8 ;

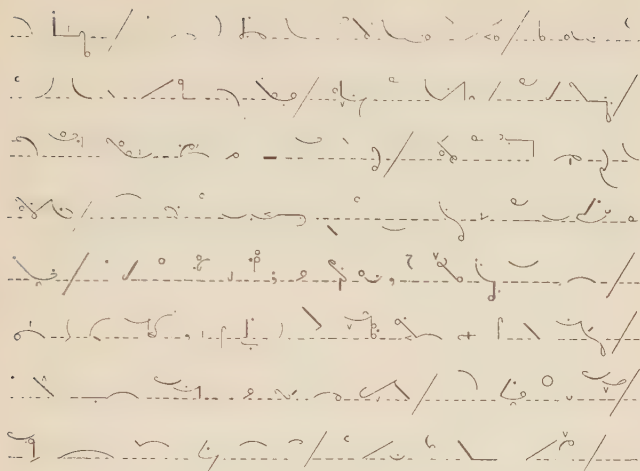
9

10 ;

11

12 ;

13



THIRTY-SEVENTH WRITING EXERCISE.

1. Recommence, recommendation, recommended, recommissioned, recommitment, recommittal, recompense, recomposed, reconciled, reconciler, reconciliatory, reconduct, reconnoiter, reconquer, reconsideration, reconstructed, reconvey, reconveyance, recognizable, recognize, recognizor; recumbent. Self-aborrence, self-deceive, self-defense, self-dependent, self-destruction, self-esteem, self-examination, self-existence, selfish, selfishness, self-love, self-motion, self-murder, self-opinion, self-opinioned, self-praise, self-regulated, self-reproach, self-sacrificing, self-satisfied, self-will; self-complacency, self-conceit, self-conceitedness, self-condemned, self-confident, self-congratulation, self-consciousness, self-consistency, self-constituted, self-contained, self-controlled, self-conviction, self-contradictory. Uncommunicable, uncompanionable, uncomplaining, uncondemned, unconfirmed, unconfused, unconnected, unconseionable, unconsacrated, uncontrollable, unconvertant; unconcern, unconcernedly, unconditional, unconditioned, unconstitutional. Unrecognized, unrecommended, unrecompensed, unreconciled, unreconstructed.

2. I-wish that shorthand were introduced into preparatory schools in-the United-States. The study itself affords a-fine mental discipline in accuracy. This form of discipline is much needed by a-majority of American students. Again, the mastery of shorthand will prove of great advantage to-a college or professional student in mastering the subjects presented to him. Much of-the best college and-professional work is now given in-the form of lectures, and-in all such work the stenographer has-a decided advantage over the student who-has-not mastered this art.—*The President of the Ohio Wesleyan University.*

LESSON XXXVII.

WORD-SIGNS USED FOR PREFIX-SIGNS.

213. Word-signs are sometimes used as signs for prefixes; thus:

altogether,	although,	to-morrow,	to-night,	underrate,
undertake,	understand,	undergo,	afternoon,	forenoon.

REM. 1. **Position of Word-Sign Prefixes.**—(a) All word-signs (except *under*), when used as *prefix-signs*, retain the position they have as word-signs. (b) In a few words, *under*, when joined, adapts its position to that of the remainder of the word; as in “undertake, understand.”

REM. 2. **“All, To, After, Under” Joined.**—(a) Whenever the junction would be convenient and allowable, the signs for “all (*al-*), to, after, under” may be joined to the remainder of the word; as in “altogether, although, almighty, almost, all-sufficient, to-day, to-night, to-morrow, afternoon, afterthought, undertake, undersigned, understand, undergo,” etc. (b) *All* is represented by Lay in “also, alway, always,” because in these words this prefix can be more readily written with Lay than with the word-sign for *all*. These words are sufficiently legible without vocalization.

214. **Other Prefixes and their usual Signs.**—The prefixes and initial syllables in the following list are always joined to the remainder of the word, and it is usually most convenient to write them with the signs indicated by the outline-names placed after them:

180 *Graham's Amanuensis Phonography*

Prefix.	Usual Sign.	Examples.
amb- ambi-	Emb,	ambiguous, ambition, ambulate.
ante-	Net,	antedate, antecedent, antepast.
ant- anti-	Net,	antidote, antipathy, antagonist.
aster- astro-	Ester,	asteroid, astronomy.
bene-	Bee-En,	benefit, benevolent, benediction.
cata-	Ket,	catalogue, catalysis.
cent-centi-centu-	Iss-Net,	centiped, centage, centennial.
chiro-	Ker,	chirography, chironomy.
col-	Kel,	collect, college, colleague.
cor-	Ker,	correct, corrupt, correspond.
hepta-	Pet,	heptachord, heptarchy.
hydro-	Der,	hydropathy, hydrometer.
hyper-	Hay-Per,	hyperbole, hypereritic.
juris-	Jer-Iss,	jurisdiction, jurisconsult.
meta-	Met,	metathesis, metaphysics.
multi-	Em-Let(orMelt)	multiply, multitude.
octo- octa- oct-	Ket,	octennial, October, octant.
philo- phil-	Fel,	philippic, philosophy.
para-	Per,	paragraph, paradox.
per-	Per,	perfection, perfume.
peri-	Per,	periphery, periscopic.
poly-	Pel,	polyglot, polygamy.
post-	Pees,	postpone, postscript.
retro-	Art-Ray,	retrospect, retrograde.
stereo-	Ster,	stereotype, stereometer.
subter-	Sbed-Ray,	subterfuge, subterranean.
super- supra-	Sper,	superfine, supramundane.
sus-	Ses,	suspect, sustain, susceptible.
sys-	Ses,	system, systole, systemize.
trans-	Ters,	transact, transpose, translate.
with-	Dhee,	withdraw, withhold, withstand.

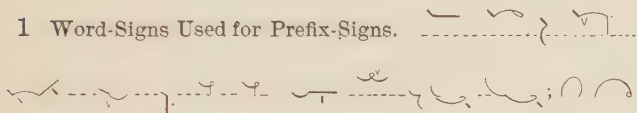
REM. 1. **Trans- and Post-.**—These prefixes may usually be contracted to *tras* and *pōs*; thus: \perp transact, \diagdown postpone.

REM. 2. **Trans-** in the following words and their derivatives is written with Ters, unless otherwise noted: Transact, Transalpine, transanimate, Transatlantic, transcend, transcendant, transcribe (Ters-Kay-Bee), transfer, transfigure, transfix, transform,

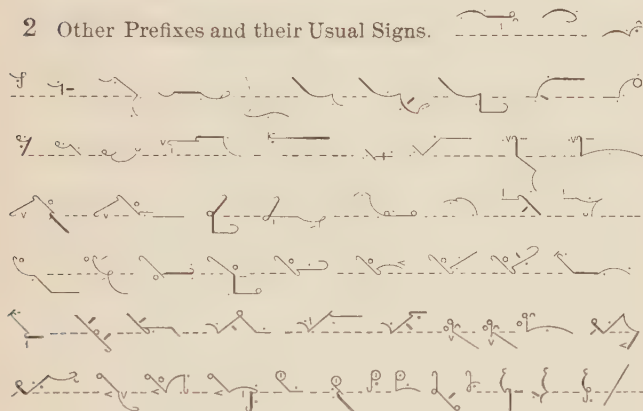
transfuse, transgress, tranship (Ter-En-Ish-Pee), transient (Ter-shont, that is, *trà'shent*), transit, translate, translucent (Ters-Els-Ent), transmarine, transmigrate, transmit, transmute, transparent, transpire, transplant, transplendent, transport, transpose, transubstantiation (Ters-Bee-Sten-Ish'shon), transverse (Ters-Vee-Ars).

THIRTY-EIGHTH READING EXERCISE.

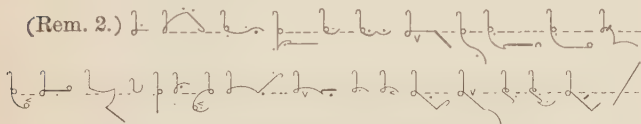
1 Word-Signs Used for Prefix-Signs.



2 Other Prefixes and their Usual Signs.

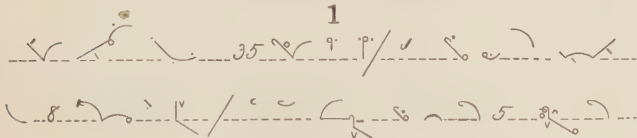


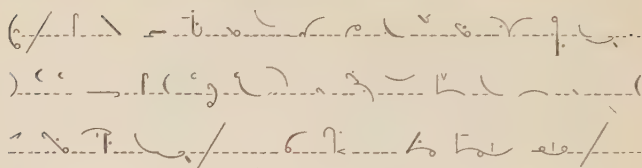
(Rem. 2.)



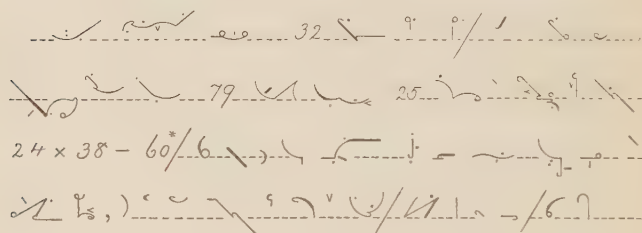
BUSINESS LETTERS

1

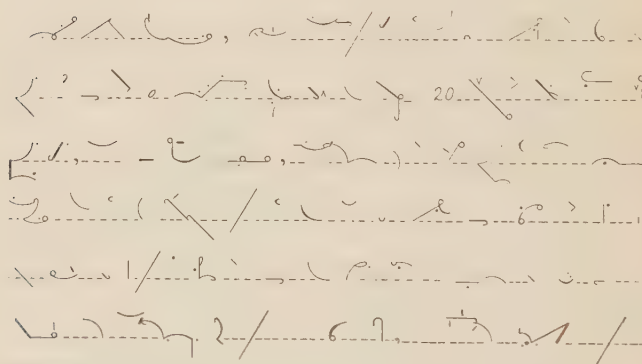




2



3



* 24 inches wide, 38 inches long, 60 lbs. to the ream.

THIRTY-EIGHTH WRITING EXERCISE.

1. All-Fools'-Day, All-Saints'-Day, All-Souls'-Day, all-sufficient, All-wise, almighty, almost, always, allspice [Lay-Spees]; to-day; underbrush, underfoot, undergone, underground, under-

mine, underwrite; ambiguity, ambulance, amplify, amputate; antechamber, antediluvian, anteroom, antipode, antiquary, antique, antiquity; asterisk, asteroidal [Ester-Del], astragal, astringent, astronomical; benedict, benefactor, beneficiary, benignant; cataclysm, catalepsy, catalpa, cataract, catarrh, catarrhal [Ket-Rel], catastrophe, category, caterpillar [Ket-Ray-Pee-Lay-Ar]; chirographic, chirographist, chiromancy [Ker-Men-Es]; colander [Kel-Ende], collaborator [Kel-Ber-Ter], collegian, collision [Kelshon¹], collusion [Kay-Layshon], colonnade [Klen-Dee], colossal [Kels-Lay], colporteur [Kel-Per-Ter]; coral, cordial [Ker-Lay], cordiality, corkscrew, corporal [Ker-Prel], corporeal [Ker-Pee²-Rel], correlative [Ker-Lay-Tef], corrosion [Kershon²], corrugate; hydrangea, hydrant, hydraulic, hydrogen, hydrographic, hydrostatic [Der-Stet-Kay], hydrophobia [Dref-Bee]; hypercritical; jurisprudence, jury [Jer]; metallic, metallurgist [Met-Lay-Ar-Jayst], metamorphic [Met-Em-Ray-Ef-Kay], metaphor [Met-Fer], metaphysician; multifarious [Melt-Fers], multi-form, multiple, multiplicand, multiplication, multiplicity; octangular [Ket-Ing-Gel-Ar], octave [Kay-Tef], octavo [Ket-Vee], octogenarian [Ket-Jay-Nern]; philanthropic [Fel-Enther-Pee-Kay], philologist [Fel-Lay-Jayst], philopena, philosopher, philosophized; parable, parabolic, parachute, parade [Pee-Ray-Dee], parafine [Per-Fen], paragoric, parallax [Per-Lay-Kays], parallel [Per-Lay-Lay], paralleled [Per-Lay-Eld], paralysis [Per-Layses], paralytic, paralyze, paramour, parapet [Per-Pee-Tee], paraphernalia [Perf-Ren-Lay], parasol; percolate [Per-Klet], percolation, percolator, perforate [Perf-Ret], perforation, perforator [Perf-Arter], perforce, perform, performance, performer, perfunctory [Perf-Ing-Ket-Ray]; pericardian [Per-Ker-D-En], peril, perilousness, perimeter [Per-Emter], peripatetic [Per-Pee-Tet-Kay], perish, peritoneum [Pee-Ret-En-Em], perpendicular [Per-Pen-Dee-Kel-Ar], perpetrate, perpetuate [Pee-Ray-Pet-Tee], perturbation [Pert-Ray-Beeshon], pertinent [Pee-Ret-Nent]; polygamist, polygon, Polynesia, polypus, polysyllable; postage, postal-card [Pees-Lay-Kerd], post-haste [Pees-Hayst—the hook of Hay being implied by turning Iss on the right-hand side of Pee], post-horse [Pees-Ars], posthumous, postman, postmaster, post mortem [Pees-Em-Ray-Tee-Em], post-office, post-paid; retroaction, retrocede, retrocession, retrogressive, retrospective, retrovert

[Art-Ref-Ret]; stereograph, stereopticon, stereoscope, stereotyped, stereotyper; subterraneous, subterraneously; supercilious, supererogation, superexcellence, superficial, superfluity, superfluous, superhuman, superintend [Sprent-End]; suspend, suspender, suspense, suspension, suspicious, sustenance; systematic, systemization, systemized, systemizer; transaction, transcendental, transcriber, transcript, transcriptive, transept, transfiguration, transformation, transformative, transgression, transgressor, transiently, transitive, transitory [Ters-Ter], translation, translator [Ters-Layer], transmission, transportation, transposition; withal [Dhee-Lay; reporting word-sign, Dhel'], withdrawal, withheld, withstood.










2. (1) The origin of-the custom of playing good-humored practical jokes on All-Fools'-day (April 1st) is unknown. (2) Allspice is almost always a component part of mince pie. (3) A hydraulic engineer and-a metallurgist are examining the subterranean stream. (4) The duties of-the metaphysician are multifarious. (5) The postmaster declined to-receive-the package until-it was post-paid. (6) The corporal and-two men have-been detailed to superintend-the withdrawal of-the charges from-the guns. (7) The liquid percolates through minute perforations in-the perimeter of-the wheel. (8) The lectures on Polynesia were given by a-peripatetic octogenarian, and-were illustrated by a-stereopticon. (9) The art of stereotyping printing plates is said to-have-been invented by William Ged, a-goldsmith in Edinburgh, about 1725. (10) His supercilious manner is offensive to-the superintendent, who told him his work was superfluous as well as a-supererogation. (11) Hydrographic charts exhibit not only the sea-coast, gulfs, bays, islands, promontories, channels, and-their configuration and-geographical position, but also-the contour of-the bottom of-the sea and-of harbors.



















LESSON XXXVIII.

CONTRACTED AFFIXES.

215. (a) Certain affixes, when difficult or tiresome to write in full, are represented by contractions. (b) These contractions are called Affix-Signs. (c) Some of these have already been explained (see paragraphs 86-88); the remainder are given in the following:—


List of Affix-Contractions.

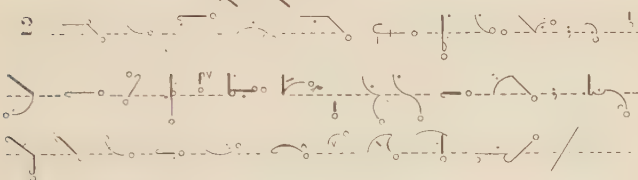
1. **-ble, -bly** are expressed by Bee joined, when Bel cannot be conveniently employed; thus:  sensible, sensibly;  profitable, profitably. Lay may be added to the Bee, when the legibility of the writing seems to require it.
2. **-bleness, -fulness, -someness** are represented by a small circle written at the end of the preceding part of the word; thus:  serviceableness,  mirthfulness,  lonesomeness.
3. **-for, -fore** are expressed by Ef, joined, whenever it can be conveniently, to the preceding part of the word; thus:  therefore,  wherefore.
4. **-ingly** is denoted by a heavy tick written in the direction of Pee or Chay, at the end of the preceding part of the word; thus:  lovingly,  knowingly.


5. **-ings** is represented by a heavy dot at the end of the preceding part of the word, when Ing-Iss cannot be conveniently joined; thus  holdings,  moldings,  forebodings. See par. 85, c.
6. **-lessness** is expressed by a large circle written at the end of the preceding part of the word; thus:  carelessness,  worthlessness,  uselessness.
7. **-lty, -rty**—with any vowel preceding or following the *l* or *r*—may be added to any consonant sign, simple or group, by disjoining the stroke immediately preceding the *l* or *r*; thus:  instability,  formality,  popularity,  prosperity.
8. **-ly.**—(a) The *l* of this termination can usually be conveniently expressed by a small *l*-hook, as in  nobly, or by Lay or El, as in  homely,  completely. (b) Occasionally, however, it is more convenient to use the large *l*-hook, as in  manly,  namely; and sometimes to disjoin Lay, as in  inhumanly.
9. **-mental, -mentality** are expressed by Ment written near the end of the preceding part of the word; thus:  instrumental, instrumentality;  fundamental.

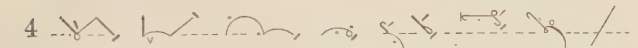
REM.—The *advanced* writer may usually join Ment for *-mental* to the preceding part of the word.


THIRTY-NINTH READING EXERCISE.

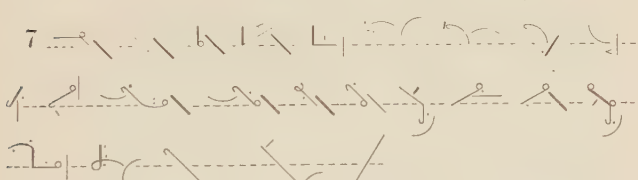
1 

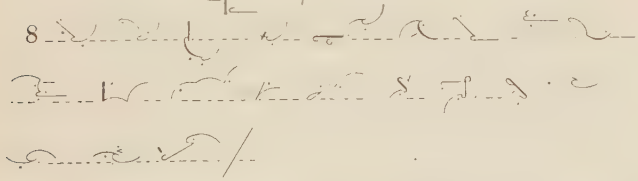
2 

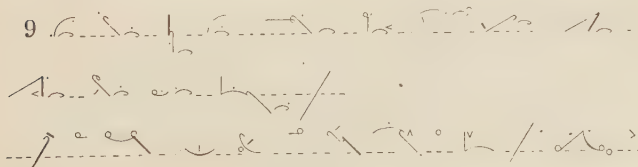
3 

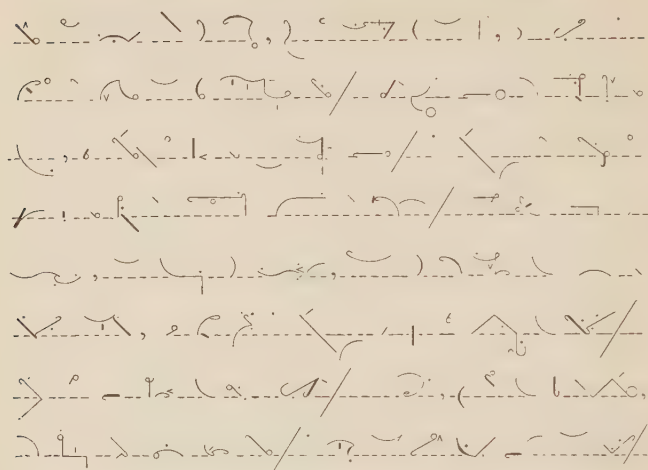
4 

6 

7 

8 

9 



THIRTY-NINTH WRITING EXERCISE.

1. Alienable, assignable, attainable, containable, disciplinable, explainable, feasible, fermentable, forcible, insensible, impossible, persuasible, restrainable, rentable, sustainable, ungovernable, unaccountable.

2. Adaptableness, blissfulness, desirableness, dishonorableness, incorrigibleness, perishableness, pleasurable-ness, remarkableness; banefulness, direfulness, distrustfulness, dreadfulness, fretfulness, forgetfulness, hopefulness, joyfulness, lawfulness, masterfulness, powerfulness, respectfulness, restfulness, slothfulness, sorrowfulness, spitefulness, thoughtfulness, usefulness, watchfulness, wistfulness, youthfulness; blithesomeness, frolicsomeness, gruesomeness, litesomeness, lonesomeness, mettlesomeness, troublesomeness.

3. Therefore, wherefore, heretofore [Ret²-Ef].

4. Abidingly, annoyingly, beseechingly, bewitchingly, charmingly, cunningly, discouragingly, entrancingly, fawningly, glaringly, laughingly, lovingly, searchingly, seemingly, soothingly, trippingly.

5. Forebodings, holdings, moldings.

6. Artlessness, blamelessness, boundlessness, carelessness, endlessness, fruitlessness, groundlessness, joylessness, listlessness, watchlessness, nervelessness, relentlessness, shamelessness.

7. Applicability, capability, communicability, compatibility, corruptibility, credibility, culpability, curability, debility, destructibility, divisibility, expansibility, feasibility, flammability, flexibility, indivisibility [End-Vees: Bee], instability, insuperability, irresistibility, malleability, mobility, peccability, penetrability [Pent-Ray: Bee], placability, plausibility, risibility, separability, sensibility, solubility, solvability, susceptibility, volubility; animality, circumstantiality, formality, frugality, hospitality, principality, rascality, totality, fidelity; disparity, popularity, posterity, prosperity.

8. In the following words, when the termination *-ly* is to be expressed by the *l*-hook, it is printed in *italics*; SMALL CAPITALS indicate that El is to be used; and ordinary small letters, indicate Lay. When the *-ly*, is preceded by a colon (:), disjoin Lay. When the large *l*-hook is to be used, it is indicated by the name of the outline of which it is a part.—Ablative: *ly*, active: *ly*, alternately, anomaly, apishly, astronomically; barely [Bee-Rel], blindly, blithely, boorishly, broadly, chaste: *ly*, cheerfully, chemically, churlishly, collective: *ly*, completely; darkly, definitely, delightfully, demonstrative: *ly* [Dee-Ems-Tertiv], disdainful: *ly*, doggedly; effective: *ly*, entireLY, ethically, extremely; falsely, finally [Ef-Nel], fourthly, frantically, freshly, friend: *ly*, gallantly, generously, genially [Jay-Nel], gentleman: *ly*, genuine: *ly*, girlishly, grimly; hardly, harmfully, heavenly [Vee-Nel], heinousLY, heroicly, huffishly; immensely, impatient: *ly*, inhuman: *ly*, ironically; jealousyLY, jocosely, jointly, jovially; kindly, kingLY, kuavishly; lamely [Lay-Mel], lately, likely, loudly, loutishly, Lumpishly; madly, maidenly [Em-Dec-Nel], manfully, manly [Em-Nel], meekly, melodiously, mildly; nakedly, namely [En-Mel], negative: *ly*, nobly; oddly, obliquely [Bel-Kel], obscenely, organically, outwardly; patiently, peevishly, plural [Pel-Rel], pompously, publicly, puddly; quickly; rashly, rascally, ruggedly, ruinously, rustically; sadly, safely, shapely, sincerely [Sens-Rel], sluggishly, snugly, successfully; tamely, thievishly, thickly, thoroughly [Ith-Rel]; ugly, ulti-

mately, unlikely [Nel-Kel]; venomously, verbally, vexatious:ly, vilely, vitally; waspish~~ly~~, week~~ly~~, wily, wisely, wistful~~ly~~, wretchedly, wrong~~ly~~; yearly, youthfully; zealously.














9. Alimental, argumental, complimentary, defrimental, elemental, excremental, experimental, fermental, firmamental, fundamental, instrumental, ligamental, medicamental, monumental, nutrimental, ornamental, predicamental, recremental, regimental, rudimental, sacramental, sentimental, supplemental, temperamental.



10. (1) It is hardly possible to-restrain him on-account of-his ungovernable temper. (2) The lonesomeness of-the place makes necessary the watchfulness of-the keeper. (3) Frugality and-hospitality are essential and-praiseworthy. (4) Carelessness is glaringly apparent in this report, and-therefore it lacks credibility. (5) Thickly populated towns are often wretchedly unsanitary. (6) We-are well aware that-his duplicity and listlessness have been instrumental in his downfall. (7) I sincerely hope that we can prevent them from attacking us publicly and-ruinously. (8) His accomplishments are merely ornamental, and heretofore he-has been unsuccessful.

LESSON XXXIX.

CONTRACTED AFFIXES—*Continued.*





215. (*Continued.*)

10. **-ology, -alogy.**—Jay written partially under the preceding part of the word, or joined to it, is used as a sign for *-ology* or *-alogy* *when it cannot be more conveniently expressed otherwise*; thus:  zöology,  physiology,  genealogy.
11. **-self, -selves.**—(*a*) *-self* is usually expressed by a joined Iss; *-selves*, by a joined Ses, as has already been explained (see Pars. 68, 5; 70). (*b*) But when the junction would be inconvenient or not allowable, the circle should be written beside the last stroke of the preceding part of the word; thus:  man's self,  our own selves.
12. **-ship**—expressed by Ish written near the preceding part of the word, or joined, if convenient and without sacrifice of legibility; thus:  lordship,  friendship.
13. **-soever.**—(*a*) usually expressed by Iss-Vee joined; thus:  whatsoever,  wheresoever,  whosoever,  whensoever,  whence-soever,  howsoever.
- (*b*) But when it would be inconvenient or not

allowable to join Iss-Vee, *-soever* is represented by Iss written beside the last stroke of the preceding part of the word; thus:  *whither-soever*,  *whosoever*.

14. **-tive, -tively.**—(a) When it cannot be added by a Tiv-hook, the termination *-tive* is usually best written with Tef; thus: En-Tef, “native”; Pees-Tef, “positive”; (b) and the termination *-tively*, with Tef, with El joined, or with Lay disjoined. (c) The *advanced* writer, however, usually writes *-tive* for both *-tive* and *-tively*.

15. **-ful, -fully.**—(a) The *advanced* writer may occasionally add *-ful-ly* to a full-length straight-line consonant by an *f*-hook; thus: | truthfully, _ _ _ carefully. (b) If legibility should seem to require it, *-ly* may be added by a disjoined Lay. (c) But in such cases, when it seems necessary to distinguish by signs between *-ful* and *-fully*, it is better to write the *f*-hook for *-ful*, and Fel for *-fully*.


REM. **Derivatives.**—Derivatives from *-ology*, *-lly*, *-rty*, etc., may be expressed by adding to the primitive the proper sign for the additional sounds of the derivative; thus: to Jay, the sign for *-ology*, add Kel to express *-ological-ly*; as in  *zoölogical-ly*,  *sociological-ly*; and add Steh to express *-ologist*; thus:  *theologist*; for *theologian*, write .

216. **Word-Sign Affixes.**—A word-sign may be used as an affix-sign; thus:

hereafter, thereto, thereon, thereof, whenever, wherever.

REM. 1. **After** may be joined to "there" for "thereafter."

REM. 2. **To**.—(a) The word-sign for *to* may be joined to *Wer* for *whereto*; to "hither" for *hitherto*; and to "on," thus:  for *onto*, which sometimes occurs. (b) *To* is expressed by *Tee* joined to the preceding part of the word in "into, hereinto, thereinto, whereinto; unto, hereunto, thereunto, whereunto; thitherto." (c) "Into, hereinto," etc., may usually be left without vocalization; but for the sake of distinction, "unto" and its compounds should have the vowel of its first syllable inserted.

REM. 3. **On**.—The *advanced* writer may join *on* by an *En*-hook, in writing the following words: "Hereon (*Arn*¹), thereon (*Thern*²), whereon (*Wern*²), hanger-on (*Ing-Arn*), looker-on (*Lay-Kren*)."

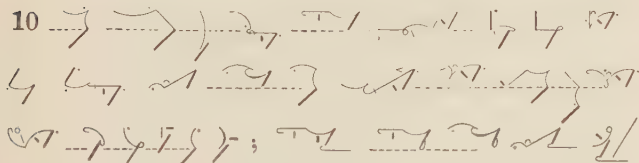
REM. 4. **Of**.—(a) *Of* is joined by an *Ef*-hook in "whereof." (b) It is written with the disjoined sign for *of* in the following words: "Untalked-of, unheard-of, hereof, thereof, unthought-of."

REM. 5. **In**.—(a) This affix is usually written with *En* joined; being thus distinguished from *on*, which is usually added by an *En*-hook. (b) *In* may be added by an *En*-hook in "herein, hereinafter, hereinbefore," etc.

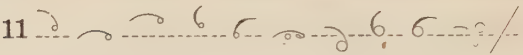
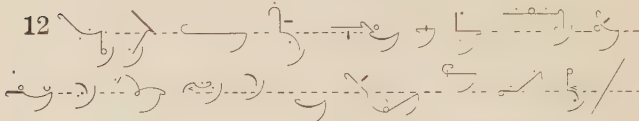

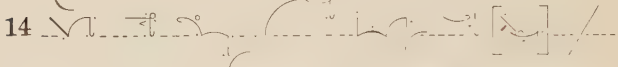
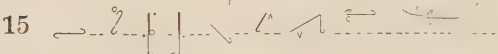
REM. 6. **Ever**.—The affix *ever* is always joined to the preceding part of the word; usually with an *Ef*-hook, as in "whatever, whichever, whoever"; but with *Vee* in "whenever, wherever, forever," and a few other words.

REM. 7. **With**.—(a) The affix *with* is usually best expressed by *Ith*, joined to the preceding part of the word; as in *herewith* (*Ar*¹-*Ith*), *wherewith* (*Wer*²-*Ith*), *therewith* (*Dher*²-*Ith*); (b) but sometimes it is more convenient to join *Weh*, as in *forthwith* (*Ef*²-*Ith*-*Weh*).


FORTIETH READING EXERCISE.




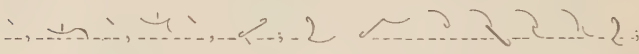
194 *Graham's Amanuensis Phonography*


- 11 
- 12 
- 13 
- 14 
- 15 


On par. 216 and remarks 1-7.

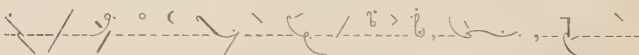


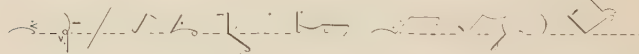











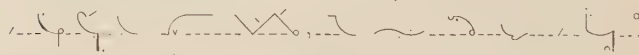


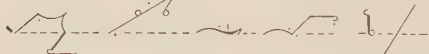


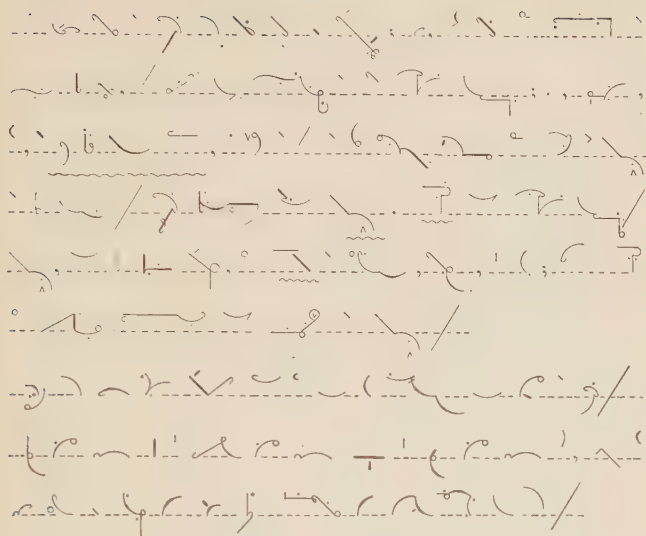












FORTIETH WRITING EXERCISE.

1. Anthology, anthropology, astrology, archæology, chronology, cosmology, demonology, doxology, etiology, genealogy, gynecology, meteorology, mineralogy, mineralogist, mythology, neurology, osteology, ornithology, pathology, phraseology, philology, phrenology, phrenological, physiology, physiologist, physiological, tautology, theology, theologist, theologian, zoölogy, zoölogist, zoölogical-ly.

2. Herself, himself, myself, ourselves, themselves, thyself, yourself, man's self, our own selves.

3. Apprenticeship, bachelorship, canonship, captainship, censorship, chancellorship, chaplainship, clerkship, controller-ship, copartnership, counsellorship, courtship, deaconship, executorship, guardianship, hardship, horsemanship, kingship, ladyship, lieutenantship, lordship, ownership, partnership, prenticeship, professorship, rectorship, rivalship, secretaryship, sergeantship, sheriffship, soldiership, sonship, surveyorship, township, vicarship, workmanship, worship.

4. Howsoever, whatsoever, whencesoever, whensoever, wheresoever, whithersoever, whosesoever, whosoever.

5. Ablative, accumulative, accusative, acquisitive, adversative, affirmative, agglutinative, alterative, alternative, animative, appellative, appetitive, argumentative, assumptive, attentive, authoritative; carmenative, causative, commutative, compensative, concertative, conservative, consumptive, contemplative, continuative, conversative, copulative, costive, defensive, definitive, denominative, determinative, digestive, discriminative, dispositive, disputative, donative; eminative, emulative, enunciative, estimative, exfoliative; fermentive, festive, formative, frequentative, fruitive; generative, genitive; hortative; illative, illuminative, imaginative, inattentive, incarnative, incentive, inchoative, incrasative, infinitive, inquisitive, intensive, inventive; lamative, lanative, laxative, legislative, locomotive; motive; narrative, native, nominative, nuncupative; opinionative, optative; palliative, persistive, positive, presentive, preservative, presumptive, preventive, primitive, privative, punctive, putative; rationative, remunerative, resolute, resumptive, retentive; sanative, sensitive, solutive, splanative, sternutative, substantive, superlative; transitive; vegetative, volitive, vomitive, votive.

6. Careful-ly, cheerful-ly, deceitful-ly, dutiful-ly, hopeful-ly, joyful-ly, rightful-ly, skilful-ly, unskilful-ly.

7. Thereto, hitherto, whereto, onto, into, unto, hereinto, hereunto, thereinto, thereunto; thereon, hereon, whereon, hanger-on, looker-on; thereof, untalked of, unheard of, unthought of, whereof; therein, wherein, herein, hereinbefore, hereinafter, hereafter, thereafter; wherever, whatever, which-ever.

8. (1) The theologian's discourse is weakened by its tautology and-chronological errors. (2) After his apprenticeship he held himself in readiness for whatever work he could find. (3) The consumptive is taking a course in mineralogy. (4) The narrative of the native told of-his hardships and-the primitive life he led. (5) Hereafter always be hopeful, and-perform all your duties cheerfully. (6) Many skilfully made articles are exhibited as proofs of-his workmanship. (7) Their inquisitiveness is something quite unheard of, and-we can find no motive for it.

LESSON XL.

OMISSION OF CONSONANTS.

217. As has already been explained, words of frequent occurrence containing consonants difficult to express are generally contracted by the omission of one or more of those consonants, and called “sign-words” or “contractions.” There are other words, of less frequent occurrence, which contain consonants that are either only slightly heard in pronunciation or are difficult of expression. Of such it is allowable to omit —

1. **P**—when it is immediately preceded by *m*, and immediately followed by *t*, *sh* or *k*, and sometimes *s*; as in

tem(p)t, consum(p)tion, pum(p)-kin.









2. **K**—when it occurs between *ng* and *s* or *z*; or between *ng* and *sh*; as in





an(x)iety, an(x)ious, san(c)tion.






3. **T**—(a) when it occurs between *s* and another consonant; as in mos(t)ly; (b) also in a few words with a vowel between the *t* and the following consonant: domes(t)ic,








des(t)itute, pos(t)age.



4. **Generally**, any consonant, whenever its expression would necessitate a tedious or difficult outline, and its omission would not endanger legibility; as:








K—from  =  instru(c)tion,  =  constru(c)tion,  =  destru(c)tion,  = 

refra(c)tion,  =  infra(c)tion,
 =  restri(c)tion.

L—from  =  inte(ll)igence,  inte(ll)igent,
 =  know(l)edge.

N—from  =  ato(n)ement,  =  hus-
 ba(n)dman,  =  demo(n)strate, 
 ide(n)tical.

P—from  ca(p)able,  ca(p)ability.

R—from  =  desc(r)ibe,  =  su(r)prise,  tran-
 sc(r)ibe,  =  manusc(r)ipt.





TG—from  =  inves(tig)ation.

OMISSION OF VOWELS.

218. The student who has become familiar with the principles of the preceding sections probably has noticed by this time, in reading sentences, that the outlines which are not memorized as word-signs and contractions are read mainly by their consonants. As the principal reason for learning shorthand is to record speech in its varying degrees of utterance, it is obvious that all obstacles to the attainment of this object should be removed as soon as possible.

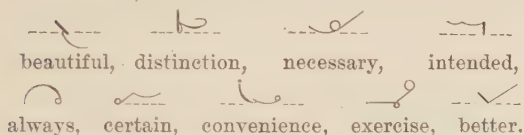
With this idea in view, the student should now omit—

1. Unaccented vowels; as from

rotary, captain, capital, anatomy, undoubtedly.

2. Even accented vowels from words of distinctive outlines; as



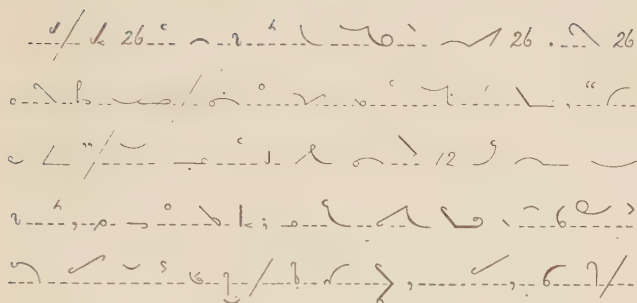
REM. 1.—(a) Usually the need of vocalization is inversely proportioned to the number of the consonants. (b) Words containing a single consonant with a vowel before and after it, should, if possible, have both vowels written; at least the accented one; thus: *o* or *o* for *obey*.

REM. 2.—(a) Vowels may usually be omitted with entire safety from outlines whose names make the required words, or closely resemble them; as from Kayses, “cases”; Es-Ens, for “essence”; Lay-Ber, for “labor”; Lay-Dee, for “lady”; Ray-Dee, for “ready”; Deest-Ingshon, for “distinction”; Dred, for “dread”; Layter, for “later”; Enter for “enter.” (b) The vocalization of a portion of a word may be omitted in like case; as from the syllables denoted by *italics* in the following words: “*Science*, *pre-emption*, *argument*, *conquer*, *evil*, *intention*.”

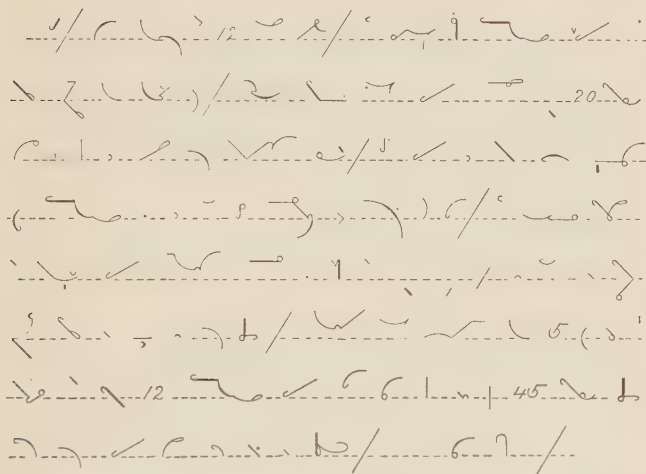
REM. 3.—A final unaccented vowel, especially *i*, may usually be omitted with entire safety, when preceded by Lay, Ray, or any consonant *which, if not followed by a vowel, would be expressed by a hook, loop, or circle, or by lengthening or shortening*; as the final vowels of “fancy, rosy, penny, many, chaffy, bevy, body, pity, mighty, hungry, angry, entry, ultra, needy, windy.”

REM. 4.—(a) An initial vowel may usually be omitted, whether accented or not, *when the form of the word implies an initial vowel*; as from “ask, assign, awake, oyer, argue, alum, annoyed.” See paragraphs 90; 96, 4; 100, 3; 121, 1; 125, 1. (b) And in other cases, an *unaccented* initial vowel may usually be omitted, unless needed to distinguish the word from another not commencing with an initial vowel; as in *immeasurable*, to distinguish it from *measurable*; *immaterial*, to distinguish it from *material*. (c) Words of the classes just mentioned are usually distinguished by the reporter by difference of *position* instead of by vocalization, when they cannot be distinguished by difference of outlines.

4



5



FORTY-FIRST WRITING EXERCISE.

1. **Consonants Omitted.**—Anxious, exemption, distinction, stamped, pumped, function, pre-emption, tempt, exempt, jumped; destitute, post-paid, testimony, mistrustful, domestic, post-office, postal-card, restless, New Testament, tasteless, mostly, adjustable, postpone; reduction, destruction, instruction, restriction,

construction, production; transmit, identical, capability, transaction, atonement, transpose, capable; intellect, intelligent; describe; proportion, manuscript, surprise; investigation, justification.

2. **Vowels Omitted.**—(Par. 218, 1) Indebted, soluble, reasons, possible, rotary, traceable, capital, undoubted, artless. (218, 2) Distribute, intention, memory, considerable, better, necessary, harmony, sometimes, sufficient, beautiful, intended, correspond, exercise, superior, convenience. (REM. 2) Argument, later, conquer, essence, dread, labor, science, pre-emption, enter, ready. (REM. 3) Rosy, windy, bevy, many, penny, chaffy, needy, body, mighty, entry, ultra, fancy. (REM. 4) Alum, ask, awake, avowed, assign, annoyed. Argue, idea.

4

GENTLEMEN:—June 26th we made draft on you for invoices of March 26 and April 26, as per statement inclosed. Same is returned to us this day with notation on back, "Will send check." In case we do not receive same by the 12th, we shall make another draft on you, as the account is past due; and as we have heavy obligations to meet at this season of the year, we are in need of all the funds at our command.

Trusting you will oblige us, we are,

Yours truly,

5

GENTLEMEN:—Your favor of the 12th inst. received. We certainly consider galvanized wire the best and cheapest for vineyard use. Ordinary black annealed wire costs about 20% less, but it would rust away comparatively soon. Tinned wire would be more costly than galvanized, and would not stand exposure to the weather so well. We inclose price-list of piano wire, and if you will give us an idea of about how much you want to purchase, we shall be pleased to quote you our discount. If you are in the market for 5,000 pounds or upwards of No. 12 galvanized wire, we will sell it to you at 45% discount from our wire list, freight paid to destination.

Yours truly,

LESSON XLI.

PHRASE-WRITING.

219. Phrase-writing is the joining of words occurring together in phrases or clauses. Speed and legibility of writing are increased by *judicious* phrase-writing; but the student should, at first, confine his use of it to joining sign-words. Experience will gradually teach him in what cases he may safely depart from this limit.






































220. **Cautions.**—To guard against the disadvantageous use of phrase-writing, the following cautions are given :—


























1. Do not join words when the junction would be inconvenient because of too great length, either above or below the line or horizontally.
2. Do not join words between which obvious pauses occur, even though the junction would be easy; as in “Thomas, let-us-go.”
3. Do not join words when ambiguity would result; as, “give-him my-place,” which might be read “give-me my-place.”


























POSITION OF PHRASE-SIGNS.



















































1. DETERMINED BY THE FIRST WORD.





















221. Usually the *first* word of a phrase is written in its proper position, and the other word or words follow without regard to position; thus:





















 ----- about it	 ----- can not be said
 ----- above all [l-hook for <i>all</i>]	 ----- can not go
 ----- above our [r-hook for <i>our</i>]	 ----- come into
 ----- after them	 ----- dare not
 ----- all right	 ----- dear friend
 ----- any how	 ----- dear sir
 ----- any more	"Dear" may be expressed by lengthening in a few phrases of frequent use, especially in correspondence, as
 ----- any where	
 ----- as it could not	 ----- my dear friend
 ----- as it is (<i>or has</i>)	 ----- my dear sir
 ----- as it has been	 ----- my dear wife
 ----- as it should be	 ----- did he not
 ----- as it was	 ----- didn't (<i>or did not</i>) say
 ----- as many as	 ----- didn't see
 ----- as soon as	 ----- didn't understand
 ----- as well as	 ----- does he know
 ----- at all seasons	 ----- does he not
 ----- at all times [<i>t of times</i> expressed by halving]	 ----- does it seem likely
 ----- can not be	 ----- either one
	 ----- ever has been

 ever will be
 ever shall be
 every man,
 few instances
 few men
 has been
 has been referred
 has done
 has he been
 has it been
 has it not
 he does
 he does not
 how a-n
 how are they
 how are we
 how are you
 how can
 how dare you
 how do you do
 (How d' y' do)
 how goes it
 how have you been
 how is that
 how often
 how will

 I acknowledge
 I admit
 I agree with that
 I am afraid
 I am aware
 I am compelled
 I am confident
 I am convinced
 I am glad
 I am sure
 I am willing
 I ask
 I can
 I can not
 I have been
 I have done
 I have had
 I hope you will
 I hope you will not
 I must acknowledge
 I must ask
 I must find
 I must have made
 I must not be
 I need

	I need not say		in reconsidering
	I perceive		in recording
	I rather		in recumbent
	I read		in relief
	I read		in regard (Ged for speed)
	I represent		in reply
	I say I have		in respect
	I say that		is it not
	I shall		is it not probable
	I should		is it reasonable
	I should be		is to
	I should say		of all sorts
	I should want		on account
	I was trying		on all accounts
	I wonder		on any account
	I would		on no account
	I would never		on every
	I would nevertheless		on having
	I would not be		on her
	I would say		on high
	I would see		on his
	in order (to) cultivate		on his account
	in order (to) go		on his house
	in receipt		on his own account
	in reconciling		on his showing











 on his way
 on his way there
 on my own account
 on no subject
 on one side
 on our
 on our having
 on our own account
 on our own part
 on his part
 to all parts
 (of the) world
 to have gone
 to have known
 to have shown
 to his house
 to his part
 we advise
 we and he
 we and they
 we and you








 we are authorized
 we are doing
 we are glad
 we are not having
 we are not interested
 we are not known
 we are not only
 we bid you
 we did it
 we do not
 were chosen
 were composed
 were designed
 were not doing
 were not known
 what a way
 what are
 or
 what are you doing
 would be glad







REM.—(a) The tick for *a*, *an*, and when joined to a following tick for *a*, *an*, or *the*, is written on the line. (b) In other cases, it is adjusted to the position of the following word, as provided in the next section (222).


























2. DETERMINED BY THE SECOND WORD.

222. The position of a phrase-sign is determined by the *second* word in the following cases:—

1. When the first word is represented by a dash, or by a horizontal stroke, of the first position, and when it can be joined to the second word without being brought down to or below the line; thus:  in these,  in this,  in those; so also “of these, of this, of those”; “of each, of which, of much”; “I did not, I do not, I had not.”
2. When the tick for *a*, *an*, and *and* is the first portion of the phrase-sign, and the second word is not *the* or *a*, *an*, or *and*; thus:  and it,  and for a,  and but,  and should,  and in a.
3. Occasionally, to distinguish one phrase-sign from another; as,  his own, thus distinguished from  is no.
4. Occasionally, when the legibility of the second word depends considerably on its position; as, in the following examples:

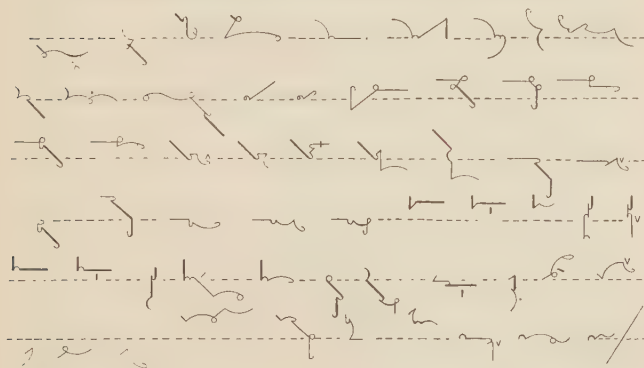
 as ever
 as for
 as for that
 as for the other
 as for their
 as for this
 as for your

 as had
 as he
 (Sometimes Iss-Retoid
 or Iss-Petoid when
 joined to a following
 word.)
 as he can
 as he has (or is)
 as he may
 as he should

---  --- as he will	---  --- as large as
---  --- as he would	---  --- as much as
 as he would be	---  --- as much as possible
---  --- as I	 as near as possible
---  --- as I have been	---  --- as so many
---  --- as I was	---  --- as they
---  --- as I would	---  --- as though
---  --- as if	---  --- as though there were
---  --- as if he were	 as though there were not
---  --- as if he would	---  --- as your
---  --- as if it were	---  --- beyond our
---  --- as if there were	---  --- I see that
	---  --- I wish

REM.—Carefully note the distinction between *has* and *as* in phrases beginning with these words. *Has* is always written in its position, *on* the line, while *as* is sometimes adjusted to the position of the second word of the phrase.

FORTY-SECOND READING EXERCISE.



FORTY-SECOND WRITING EXERCISE.

NOTE.—In paragraph A the *first* word of each phrase should be written in its regular position. In paragraph B the *second* word of each phrase should be written in its regular position.

The lines are numbered for the convenience of teachers who may wish to divide the exercise into several lessons.

The student who desires to increase his speed materially in writing and reading, will spare no labor to make himself very familiar with the phonographic forms for these phrases.

1 (A) Above that, above them, above our own [Bee²-Vern; *our*
2 added by the *r*- and *own* by the *n*-hook], after he has been,
3 after he was, after which, all his (*or is*), all of [Beftoid¹; *of*
4 added by the *f*-hook], all of his, all our [Bredoid¹; *our* added
5 by the *r*-hook], all our own [Brentoid¹; *own* added by the
6 *n*-hook], all particulars, all such, all such cases, all such mat-
7 ters, all such things, all that, all that has (*or is*), all that has
8 been done, all that you are [Ray for *are*], all your own [*own*
9 added by the *n*-hook], and a-n [Ketoid²-Tetoid], and all
10 [Kletoid²], and are [Kretoid²], and of [Keftoid²], and of the
11 [Keftoid²-Retoid], and our [Kretoid²], and our own [Kren-
12 toid²], any more than [see Par. 173], any one [En¹-Wen, or
13 Nen¹; using the *n*-hook for *one*], as is, as is the [Ses²-Chet-
14 oid], as is the case, as it happened, as it is in heaven,
15 as it is done, as it is to be, as it may be [see Par. 190,
16 Rem. 2], as it may nevertheless, as it may not be [Ment
17 for *may not*], as many as can, as many as possible, as soon
18 as possible, at all events [Telf³-Ents], at all of the [Telf³-
19 Retoid], at all points, at all risks, at last, at your, at your
20 own, can be, can be done, can be said, can he [Ken²-Petoid;
21 usually -Retoid when joined to a following word], can he be,
22 can he find, can he follow [Ken²-Petoid-Fel], can he suppose
23 that, can I be [Ken²-Ketoid-Bee; see Par. 82, *b*], can I find,
24 can I go, cannot be told, cannot do so, cannot find, cannot
25 have, could be, could be seen, could be told, could be tried,
26 could desire, could not (*or could n't*), could not find, could
27 not (*or could n't*) he [-Chetoid for *he*; but sometimes -Petoid
28 when joined to a following word], could n't he be, could n't
29 he find [-Petoid for *he*], could you not [Ked²-Yeh-Net], could
30 you not be, could you not find, could you say [Vocalize *say*],
31 dear brother, dear mother, dear sister; my dear brother, my

32 dear father, my dear mother; did he find [Ded¹-Retoid-Fend],
 33 did I find [Ded¹-Ketoid-Fend], did not (*or* did n't) do, did n't
 34 understand, did you give, did you go (vocalize *go*), do not (*or*
 35 don't) be, don't do so, don't I get [Tetoid for *I*], does he
 36 find [Petoid for *he*], does he have [Dees²-Cheftoid], does he
 37 suppose, does not know, does not say [vocalize *say*], does not
 38 see, does that which is, for all [see Par. 149], for all that,
 39 for all time, give attention, go away [Weh (not Way), made
 40 heavy, for *away*], go into, God has been, God is just, God is
 41 love, good as ever, good as new, good for you, good many
 42 times, good nature-d, good will [Ged²-Lay], had he been, had
 43 he found, had he not, had I found, had I had, had I not, had
 44 I said, had I understood, had not (*or* had n't) been, had n't
 45 had, had n't he [Dent³-Chetoid; *or* -Petoid, if more conven-
 46 ient when joined to a following word], had n't he done it,
 47 had n't he found, had n't I said, had n't I tried, has been
 48 entertained, has been made, has been paid, has he [Iss²-Che-
 49 toid; sometimes Retoid], has he gone, has he not been, has
 50 said, has he seen [Iss²-Retoid-Sen], has it been understood,
 51 has it maintained, has it not been, has not (*or* has n't) been,
 52 has n't done, has n't ever, has n't he [Iss²-Net-Chetoid], has n't
 53 he been, has n't he found [-Petoid for *he*], has n't seen,
 54 has n't tried, he can [Chetoid² (*or* Retoid) -Ken], he can not,
 55 he did not [Retoid²-Dent], he did not know that, he is (*or*
 56 he's) [Retoid²; sometimes Petoid *or* Chetoid when joined
 57 to a following word], he is finding, he is in possession, he is
 58 not understood, he is not willing [Lay for *willing*], he is
 59 not worth, he went [Chetoid²-Went], he will [Petoid²-Lay],
 60 he will do, he will not [Petoid²-Lent], how [see Par. 83,
 61 Rem.], how are these things, how could you, how did you,
 62 how has it been, how have you been [Yeh for *you*]. I
 63 advise, I am certain that you are, I am content, I am
 64 grateful, I am inclined, I am quite sure, I am very sure,
 65 I arrived, I cannot be sure, I dare say, I did not anticipate,
 66 I have (*or* I've) asked, I have decided, I have generally, I have
 67 given, I have not, I have not said, I hope you are coming, I
 68 hope you will remember, I hoped [Retoid¹-Petoid], I must
 69 not give, I must not go [vocalize *go*], I must render, I need
 70 not say [vocalize *say*], I quite agree, I say he did, I shall





71 understand, I should be glad, I should know, I think you
 72 may, I told you [Petoid for *I*], I was received, I will try,
 73 I won't [Petoid¹-Went; or it may be written like *I will* not],
 74 I would give, I would go [vocalize *go*], in recompense, in
 75 sleep, in some instances, in some part (*or* particular), is it
 76 best, is it known, is it necessary, is it new, is it not absurd,
 77 is it not general-ly, is it right, is it understood, is not (*or*
 78 is n't) general-ly, is n't it true, is n't it very well known, is
 79 not quite sure, of all places, of all the [*the* may be omitted
 80 when joined to a following word, especially to avoid a diffi-
 81 cult or slow junction], of all the world, on all sides, on all
 82 subjects, on either side, on every subject, on giving [Chetoid¹
 83 for *on*], on going [vocalize *going*], on her part, on his hands,
 84 on his own showing, on horseback, on many occasions, on no
 85 account, on our being, on sale [Retoid¹-Slay or Chetoid¹-Sel],
 86 on your account, to all places, to all subjects, to all the other
 87 [Pletoid²-Dheedher], to have received, to have understood,
 88 to have you [Peftoid²-Yeh], we are bound, we are entering,
 89 we are generally, we are indebted, we are known, we are
 90 naturally, we are not bound, we are not receiving, we are not
 91 willing, we did do so [Lap *do so*], were generally, were glad,
 92 were not found, were not received, what a friend, what an
 93 interesting, what does he do.


1 (B) In these cases, in these days, in these instances, in these
 2 places, in these things, in this, in this age, in this answer,
 3 in this climate, in this department, in this election, in this
 4 letter [Elter for *letter*], in this light [Elt, vocalized, for *light*],
 5 in this manner, in this matter [Iss on the back of Dhee, or
 6 turned as in writing Dees-Ger. Par. 142, 3], in this name,
 7 in this nation, in this office, in this way [En-Dhees²-wā; that
 8 is, Weh heavy, and not the Way-stroke], in those, in those
 9 days, in those places, in those worlds, his own, his own
 10 opinion, as he has been, as if they were, as they were, as
 11 they were not.







LESSON XLII.

OMISSION OF WORDS.

223. A valuable expedient is to omit certain words, and to indicate them in some way, or else leave them to be supplied by reference to the context, when this may be done with safety.






224. (a) **Of the**, as connecting words, are commonly omitted, and they are suggested *usually* by writing the adjacent words near each other; thus:  close of the day. (b) *Occasionally* such adjacent words are joined; thus:  in some parts of the world,  loss of the money,  one of the most.


REM.—**Of the** is usually represented by  when it is preceded or followed by a vowel word-sign, as that for *eye* or *awe*, lest such vowel word-sign should be mistaken for the vocalization of the word near which it is placed.


225. (a) **Have**, preceding *been* and *done* in phrase-signs, may be omitted; thus:  can have been,  shall have been,  can have done,  you have done. (b) But when the *v*-hook is *convenient*, use it; thus:  I have been,  which have been.

226. The *advanced* writer may omit other words, as specified below.









1. **Of** is usually omitted, whether followed or not by *a*, *an*, or *the*, and is implied by writing the adjacent words near each other. It may be omitted







when it occurs between two words which can be joined to indicate the omission; thus:  bill of lading,  bills of lading,  place of residence,  instead of one (or) two,  instead of only.



REM.—Instead of omitting *of* and implying it by joining the adjacent words, it is sometimes better to express it by an *f*-hook; thus:  variety of causes.

2. **To** may be omitted when followed by an infinitive which can be joined to the preceding word to indicate the omission; thus:  "I intend to be."
3. Generally the advanced writer omits any other word which may readily be supplied to complete the sense or construction, as—






A—from such phrases as the following:





 about a minute	 in a spirit
 after a time	 in such a case
 at a certain place	 in such a part
 for a great deal	 many a one



And—as in  "by and by"; or, with the adjacent words joined,  "wise and good";  "more and more";  "over and over";  "over and above";  "through and through."










From—to—as in writing || "from day to day"; or, sometimes with the adjacent words joined; thus:  "from hour to hour";  "from place to place."









In—as in writing  “hand in hand.”


On—as in writing  “free on board” (f. o. b.);
 “on (the) one hand”;  “on (the) other hand”;  “on (the) one side”;  “on (the) one subject.”

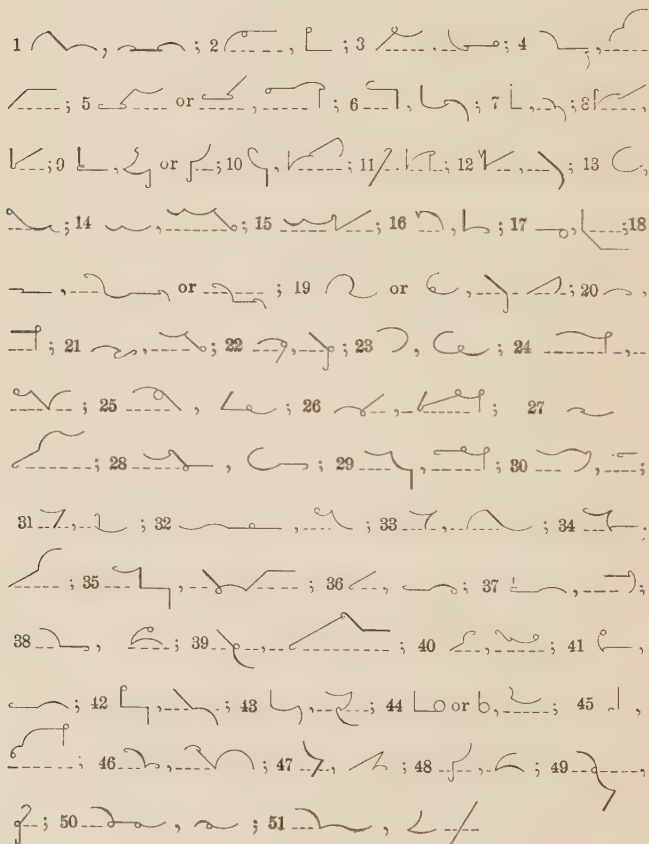
Or—as in  “one or two”;  “two or three”;  “more or less”;  “sooner or later.”

The—as in  “on the contrary”;  “in the world.”

To—(a) as in  “able to do”;  “according to that”;  “I ventured to do so”;  “in order to arrest”;  “in order to facilitate”;  “in regard to that”;  “in regard to those”;  “love to think”;  “loves to do.”

(b) The omission of *to*, when it precedes a word beginning with a descending or a horizontal stroke, may be indicated by commencing that word against the lower edge of the line of writing; that is, in the Fourth position; thus:  Dee⁴, to do;  Em⁴, to me (him or my);  Pet⁴, to put;  Yuh⁴, to you. A word commencing with an ascending stroke, which begins with a hook or a circle, may also be written in the fourth position; thus:  to work;  to wheel;  to hasten;  to sell.




227. In order that the outlines for the names of the States, Territories, and Capitals of the United States, used by students of this book, may be uniform, the approved outlines are given below. The word-sign for *United-States* is , Enses¹.



1 Alabama (Ala., Montgomery), 2 Alaska (Sitka), 3 Arizona (Ariz., Phoenix), 4 Arkansas (Ark., Little Rock), 5 California (Cal., Sacramento), 6 Colorado (Colo., Denver), 7 Connecticut (Conn., Hartford), 8 Delaware (Del., Dover), 9 District of Columbia (D. C., Washington), 10 Florida (Fla., Tallahassee), 11 Georgia (Ga., Atlanta), 12 Idaho (Boise), 13 Illinois (Ill., Springfield), 14 Indiana (Ind., Indianapolis), 15 Indian Territory (Ind. T. . .), 16 Iowa (Ia., Des Moines), 17 Kansas (Kan., Topeka), 18 Kentucky (Ky., Frankfort), 19 Louisiana (La., Baton Rouge), 20 Maine (Me., Augusta), 21 Maryland (Md., Annapolis), 22 Massachusetts (Mass., Boston), 23 Michigan (Mich., Lansing), 24 Minnesota (Minn., St. Paul), 25 Mississippi (Miss., Jackson), 26 Missouri (Mo., Jefferson City), 27 Montana (Mont., Helena), 28 Nebraska (Nebr., Lincoln), 29 Nevada (Nev., Carson City), 30 New Hampshire (N. H., Concord), 31 New Jersey (N. J., Trenton), 32 New Mexico (N. Mex., Santa Fé), 33 New York (N. Y., Albany), 34 North Carolina (N. C., Raleigh), 35 North Dakota (N. Dak., Bismarek), 36 Ohio (Columbus), 37 Oklahoma (Okla., Guthrie), 38 Oregon (Salem), 39 Pennsylvania (Pa., Harrisburg), 40 Rhode Island (R. I., Providence), 41 South Carolina (S. C., Columbia), 42 South Dakota (S. Dak., Pierre), 43 Tennessee (Tenn., Nashville), 44 Texas (Tex., Austin), 45 Utah (Salt Lake City), 46 Vermont (Vt., Montpelier), 47 Virginia (Va., Richmond), 48 Washington (Wash., Olympia), 49 West Virginia (W. Va., Charleston), 50 Wisconsin (Wis., Madison), 51 Wyoming (Wyo., Cheyenne).

228. The outlines for *January, February, September, November, December* are contracted to

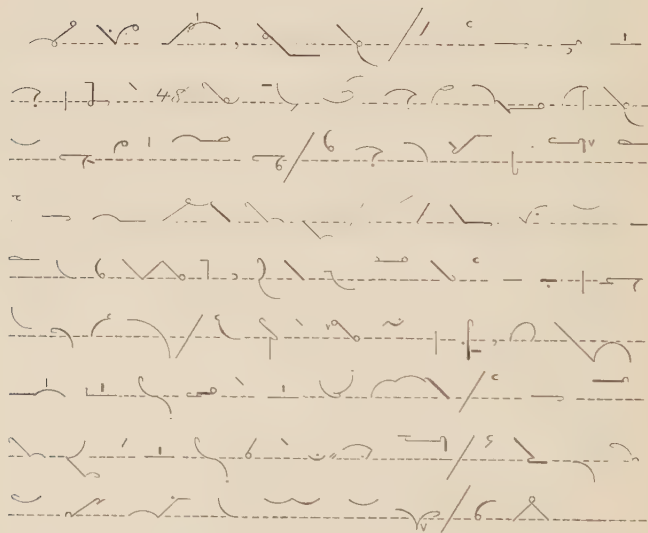


229. (a) In commercial correspondence, the words *information* and *favor-ed* occur very frequently, and so are made sign-words. Their signs are: ---- *information*,  *favor-ed*. (b) *Information* is seldom joined in phrases, but *favor* frequently is; thus: ---- *your favor*.
---- *your esteemed favor*.

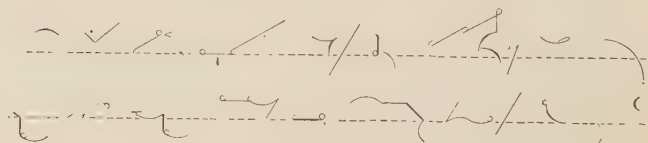
230. There have now been presented all the principles and word-signs of the system that are essential for amanuensis work. The student who has become thoroughly familiar with them will be able to take dictations of unfamiliar matter at a moderate rate of utterance, and familiar matter at a much higher rate.

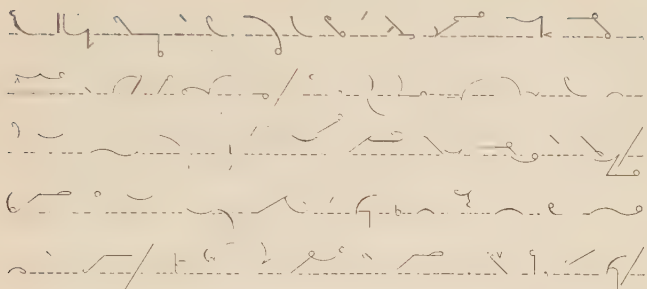
FORTY-THIRD READING EXERCISE.

6

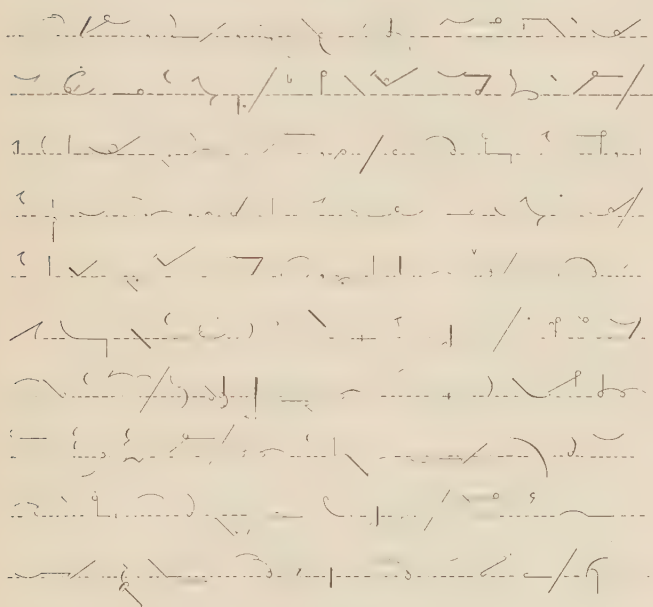


7





8



6

MESSRS. BAYLES & RANSOM, Pittsburg, Pa.

Gentlemen: We can quote you oak moldings at a discount of 48% off the National Molding List, f. o. b. cars Allentown, Pa.,

in carload lots or mixed carloads. These moldings are all worked out of kiln-dried stock, and we can make reasonably prompt shipment. We are just beginning to lay in a good stock for this purpose, and it would therefore be a few weeks before we could get out a carload, if favored with your order. We have plenty of cypress on hand at Toledo; also poplar, gum, and oak flooring, and all grades of oak finishing lumber. We can give you prompt shipment on oak flooring which is all end-matched and kiln-dried. We should be glad to hear from you when you are in the market for anything in our line.

Yours respectfully,

7

MR. PETER HUGHES, Schoharie, N. Y.

Dear Sir: We are in receipt of your favor of the 7th inst. ordering two dozen mantles and one dozen six-inch glass Macbeth chimneys. We have to say that we have discontinued the practice of filling orders for supplies on open account, as it requires an undue expense and annoyance to ledger such small accounts. We would therefore ask you to kindly remit the full amount either in money-order or draft. Clearing House regulations prevent the acceptance of personal checks. This request is in no way a reflection on your credit, but is made in order that we may be saved an immense amount of work. Trusting that you will see the reasonableness of our request, and comply with it, we are,

Yours truly,

8

ALFRED JEFFERSON, Esq., Philadelphia, Pa.

Dear Sir: I inclose copy of answer in the Wilson case that I filed to-day. I have set up contributory negligence and assumption of risk. I do not think it necessary to plead assumption of risk, as the judge has always instructed on that question, but I thought it would do no harm, as you suggested it in the Anderson case, after I filed the answer. I thought it better to plead contributory negligence also, to meet whatever conditions may arise.

I have always thought the real fact to be that Wilson was killed by coal falling down the shaft. The circumstances of his injury impress that on my mind. If it was part of the deceased's duty to clean the sump while coal was being hoisted, it seems to me clear that that would show that he assumed the risk.

It seems to me that it might be well to inquire whether there is any method of constructing a mine so as to prevent the coal falling down the shaft. Of course we should make inquiry of those who have been practical miners, and who have had experience in hoisting coal.

Yours truly,

SUPPLEMENTARY LISTS OF WORD-SIGNS, CONTRACTIONS AND PHRASE-SIGNS.

231. The following supplementary lists of word-signs, contractions, and phrase-signs are very useful, and when thoroughly memorized, will greatly increase the speed of writing.

NOTE.—The task of memorizing these lists will be comparatively easy if the student will note the following: (1) The words beginning with *con-*, *com-* are abbreviated, in part at least, by the omission of the *con-dot*. (2) A form for the present tense is used for the past tense when a stroke or more can be saved thereby. (3) Terminations of adjectives and adverbs ending in *-al*, *-ly*, are generally omitted. (4) The terminations *-nsible*, *-nsibility* (as in *apprehensible*, *apprehensibility*) are represented by the *ns-circle*, and the terminations *-nsive*, *-nsion* (as in *apprehensive*, *apprehension*) are represented by the *n-hook*. (5) Many of the "contractions" are simply derivative signs, formed by prefixing or affixing the sign of the formative; as, *Fer*¹, *form*; *Dee*¹-*Fer*, *deform*, etc. In devising contractions for a word and for one or more of its derivatives, the general rule observed by the author of *Standard Phonography* was to go only so far in their expression as the primitive and the derivative words coincided; and sometimes to stop short of that, if the words were very long and a suggestive contraction could be secured. That is to say, the rule is to express only so much of a word to be contracted as is necessary to suggest it and to distinguish it from others. "Contractions" derived from "word-signs" are included in the following list of Word-Signs and printed in *italic*. See *acceptable*, *advancement*.

WORD-SIGNS.	
A.	-----acquisition, Kayseshon ¹
-----able to, Bled ²	-----active-ity, Kaytiv ³
-----able to have, Blef ²	-----addition-al, Deeshon ³
-----abundant-ee, Bend ²	-----advance-d, Def ³
-----accept-ed-ation, Spet ³	----- <i>advancement</i> , Dees ³ -Ment
----- <i>acceptable</i> , Spet ³ -Bel	-----advertise-d, Dee ³
-----accident-al, Sdent ²	-----advertisement, Dee ³
-----accuracy, Ker ³	-----affect-ed, Ef ³
-----accurate-ness, Kert ³	-----effect-ed, Ef ² -Kay
-----accusation, Kayseshon ³	-----affection-ate, Ef'shon ³
	-----affliction, Fel'shon ¹

----- along, Ing ³	----- approve, Pref ³
----- amount-ed, Ment ²	----- as little, Iss-Let ¹
----- angel, Jel ²	----- as long, Iss-Ing ³
----- angelic, Jel ² -Kay	----- as soon, Ses-En ²
----- annual, Nel ³	----- as there (their, they are), Zeedher ³
----- another one, Enthern ²	----- assistance, Es ² -Steh
----- no other one, Enthern ³	----- assist-ed, Es ² -Steh
----- any one, Nen ¹	----- assure, Sher ²
----- any other, Enther ¹	----- assured, Sherd ²
----- any other one, Enthern ¹	----- at first, Teest ³
----- appear, Per ¹	----- at length, Tlen ³
----- appearance, Prens ¹	----- at one, Ten ³
----- appeared, Pert ¹	----- at once, Tens ³
----- appliance, Plens ³	----- at our, Ter ³
----- applicable-ity, Pel ³ -Kay	----- at our own, Tren ³
----- applicant, Plent ³	----- attain, Ten ³
----- application, Pel'shon ³	----- attained, Tend ³
----- applied, Pled ³	----- attract-ed, Ter ³
----- apply, Pel ³	----- attraction, Tershon ³
----- apprehend-ed, Prend ³	----- attractive, Tref ³
----- apprehensible-ity, Prens ³	----- authoritative, Thret ¹
----- apprehension, Pren ³	----- authority, Thret ¹
----- apprehensive, Pren ³	----- averse, Vers ³
----- approval, Pref ³	----- aversion, Vershon ³
	----- avert-ed, Vert ³

----- avocation, Veeshon³
 ----- avoid-ed-ance, Ved¹
 ----- aware of, Werf³
 ----- awful-ness, Deftoid¹


















































B.

----- began, Gen³
 ----- begin-ning, Gen¹
 ----- begun, Gen²
 ----- behind, Bend¹
 ----- beheld, behold, Beld²
 ----- belief, Blef²
 ----- believe-d, Bel²
 ----- believer, Blef²-Ray
 ----- belong-ed, Bel¹
 ----- body, Bed¹ (voc.)
 ----- bold-ness, Bled²
 ----- bounty-iful, Bent³
 ----- brethren, Bren³
 ----- brother, } Ber³
 ----- brotherhood, }
 ----- build-ing, { Beld¹
 ----- built, {
 ----- business, Bees¹

C.

----- calculate-d-ation, Kel³
 ----- certain-ty, Iss²-Ret

----- change-d, Chay²
 ----- changeable, Chay²-Bel
 ----- charge-d, Chay³
 ----- chargeable, Chay³-Bel
 ----- cheer, Cher¹
 ----- cheered, Cherd¹
 ----- cheerful-ness, Cherf¹
 ----- children, Chel²
 ----- circumstance, Stens³
 ----- circumstantial, Sten³
 ----- clear-ed-ness, Kler¹
 ----- Co. (contraction for
 company), Kay²
 ----- color-ed, Kler²
 ----- combination, } Ben¹
 ----- combine, }
 ----- combined, Bend¹
 ----- commence, Ens²
 ----- commences, Enses²
 ----- commenced, Enst²
 ----- commonest, Kayst¹
 ----- complete, Plet¹
 ----- completely, Plet¹-El
 ----- completion, Pelshon¹
 ----- compliance, Plens¹

-----  -----compliant, Plent ¹	-----  -----constant, Stent ¹
-----  -----complied, Pled ¹	-----  -----constituent, Steh-Tent ¹
-----  -----comply, Pel ¹	-----  -----constitute-d, Steh-Tet ¹
-----  -----comprehend-ed, Prend ²	-----  -----constitution-al, Steh-Teeshon ²
-----  -----comprehensible-ility, Prens ²	-----  -----constitutive, Steh-Teetiv ²
-----  -----comprehension-ive, Pren ²	-----  -----construct-ed, Ster ²
-----  -----concern, Iss-Arn ² ; sometimes Iss-Ren in phrases.	-----  -----construction, Ster- shon ²
-----  -----concerned, Iss-Arnd ² ; sometimes Iss- Rend in phr.	-----  -----constructive-ness, Stref ²
-----  -----concluded, Kled ³	-----  -----consume, Sem ³
-----  -----conclusion, Kelshon ³	-----  -----consumed, Smed ³
-----  -----condition-al, Deeshon ²	-----  -----consumption, Semshon ²
-----  -----conditioned, Deeshond ¹	-----  -----contain, Ten ¹
-----  -----consequence, Skens ¹	-----  -----contained, Tend ¹
-----  -----consequent, Skent ¹	-----  -----contract'-ed (verb), Ter ²
-----  -----consequential, Sken ¹	-----  -----con'tract (noun), Ter ² -Ket
-----  -----consider-able-ness, Iss-Der ²	-----  -----contraction, Tershon ²
-----  -----considerate-ness, Iss-Dred ¹	-----  -----contractive, Tertive ²
-----  -----consideration, Iss- Dershon ²	-----  -----contrive-ance, Tref ¹
-----  -----considered, Iss-Dred ¹	-----  -----contrived, Treft ¹
-----  -----consist, Ses-Tee ¹	-----  -----control-led, Trel ²
-----  -----consisted, Ses-Ted ¹	-----  -----convert-ed, Vert ¹
-----  -----consistence, Ses-Tens ¹	-----  -----conviction, Veeshon ¹ with the con-dot
-----  -----consistency, Ses-Ten ¹	-----  -----correct-ed, Ker ¹
-----  -----consistent, Ses-Tent ¹	-----  -----correction, Kershon ¹
	-----  -----corrective, Kref ¹

-----correctness, Ker¹
 -----corrects, Kers¹
 -----countenance-d, Kent³
 -----creature, Kret¹
 -----cure, Ker³
 -----cured, Kred³
 -----curious, Kers³

D.

-----danger, Jer²
 endanger, En-Jer²
 -----dangers-ous, Jers²
 -----delight-ed, Dlet¹
 -----delinquent, Dlen¹
 -----delinquency, Dlen¹
 -----delinquents-cies, Dlens¹
 -----deliver-ed, Del²
 -----deliverance, Dlens²
 -----delivery, Del²
 -----denominate-d, Den¹
 -----denomination, Den¹
 -----deride-d, Dred¹
 -----derision, Dershon¹
 -----derivation, Dref¹
 -----derivative, Dreft¹
 -----derive, Dref¹
 -----derived, Dreft¹

-----describe-d, Sker¹
 -----description, Skershon¹
 -----descriptive-ness, Skref¹
 -----direct-ed, Der²
 -----direction, Dershon²
 -----directness, Drens²
 -----distinct-ion, Deest²
 -----doctor, Der¹
 -----duration, Dershon³

E.

-----each one, Chen¹
 -----each will, Chel¹
 -----England, Ing'end¹
 -----English, Ing¹
 -----every one, Vren²
 -----evidence, } Ved²
 evident, }
 -----exact-ed, Sket³
 -----exaction, Skayshon³
 -----exactness, Sket³
 -----example, Semp³
 -----exception-al, Speeshon²
 -----expect-ed, } Spee²
 expectation, }
 -----expense, Spens²

----- expensive-ness, Spen²

----- experience, Sprens²

----- inexperience, In-
 Sprens²

----- experienced, Sprenst²

----- explain, {
 explanation, Splen²

----- explained, Splend²

----- expressed, Sperst¹

----- express-ive, Spers¹

----- expression, Spershon¹

F.

----- fail, Fel²

----- failed, Flet²

----- fall, Fel¹

----- fallen, Flen¹

----- false, Fels¹

----- family, Mel³

----- favor-ed, Ver³

----- feel, {
 fill, Fel¹
 follow-ing, }

----- follower, Fler¹

----- for our, Fer³

----- form-ed, Fer¹

----- formation, Fershon¹

----- found-ed, {
 foundation, Fend³

----- frequent, Frent¹

----- from all, Frel²

G.

----- generalize, Jens²

----- generalized, Jenst²

----- generalization, Jenseshon²

----- generation, Jayshon²

----- govern-ed-ment, Gef²

H.

----- had had, {
 had it, Ded³

----- have-ing been, Ven²

----- hereafter, Reft²

----- hesitate-d, {
 hesitation, Zed²

----- home, Em³

----- hopeful-ness, {
 hope to have, Pef³

----- hundred-th, End²

I.

----- imagine-ary-ation, Jen³

----- imaginative-ness, Jaytiv³

----- imagined, Jend³

----- in all, Nel¹

----- in (the) consideration, In-Sdershon²

----- in our, Ner³
 ----- inconsiderable-ness, In-Sder²
 ----- inconsiderate-ness, In-Sdret¹
 ----- information, En-shon¹
 ----- instruct-ed, In-Ster²
 ----- instruction, In-Ster-shon²
 ----- instructive-ness, In-Stref²
 ----- issue, Ish³
 ----- it had, Ted³
 ----- it had not, Tent³
 ----- it would, Tet³
 ----- it would not, Tent³

J.

----- junior, } Jer³
 ----- jury, }

L.

----- larger, Jer³
 ----- largest, Jayst³
 ----- long, Ing³
 ----- longer, Ingger³

M.

----- may be, Emb²
 ----- mention, Emshon²
 ----- mentioned, Emshond²
 ----- might-y, Met¹
 ----- movement, Ment³

N.

----- nearly, Nerl¹
 ----- necessary, Enses²
 ----- no less, Nels²
 ----- nor will, Nerl¹

O.

----- obligation, Belshon²
 ----- occur, Ker²
 ----- occurred, Kred²
 ----- occurrence, Krens²
 ----- occurs, Kers²
 ----- of their, Veedher¹
 ----- only, Nel²
 ----- only as, Nels²
 ----- opposition, Peeseshon¹
 ----- order, Arder¹
 ----- ordinary, Ard¹
 ----- owned, End³
 ----- owner, Ner³

P.

----- party, Pee³
 ----- people-d, Pel²
 ----- perfect, Perf¹
 ----- perfection, Pershon¹

position, Peeshon²

possess, Peeses²

possible, } Pees¹
possibility, }

possibilities, Peeses¹

practical, } Per³
practice, }

practices, Pers³

practiced, Perst³

preliminary, Prel¹

pretty, Pret²

professor, } Pref²
proof, }

proper, } Per¹
propriety, }

prove, Pref²

Q.

quality, Klet¹

question-ed, Ken²

R.

real-ity, Rel¹

realize, Rels¹

relation, } Rel²
relative, *adj.*, }

relative, *noun*, Reltiv²

relate-d, Rel²

rule-d, Rel²

S.

satisfaction, Steeshon³

satisfactory, } Stee³
satisfy-ied, }

seclude, Skled³

seclusion, Skelshon³

secure, Sker³

secured, } Skret³
security, }

set forth, Stef²

set off, Stef¹

share, Sher³

shared, Sherd³

significance, } Sgay¹
significant, }

signification, Sgayshon¹

significative, Sgaytiv¹

signify-ied, Sgay¹

similar-ity, Sem¹

simplicity, Semp¹

simpler, Semp¹-Ray

simplest, Sempst¹

situation, Steeshon¹

somebody, Semb²

sometime, Smet²

special-ty-ity, Spee³

----- stenography-er-ic, Steh-En²
 ----- stood, Iss-Ted²
 ----- success-ful, Iss-Kayses²
 ----- suggest-ed-ion, Iss-Jay²
 ----- suggestive-ness, Iss-Jef²
 ----- superintend-ed-ent-ence, Sprent³
 ----- superior-ity, Spee¹
 ----- supplies, Spels²
 ----- supply, Spel²
 ----- supreme-acy, Sper²
 ----- suspect-ed, Ses-Pee²

T.

----- take, Tee²
 ----- betake, Bed²-Kay
 ----- mistake, Ems-Tee²
 ----- overtake, Vert¹-Kay
 ----- partake, Pret²-Kay
 ----- retake, Art²-Kay
 ----- undertake, End-Tee²
 ----- taken, Ten²
 ----- thankful-ness, Thef³
 ----- thousand-th, Ith³
 ----- time, Tee¹; usually Tee-Em in phrases
 ----- trial, Trel¹
 ----- twelve-th, Telf²

U.

----- United States, Enses¹
 ----- unless, Nels¹
 ----- only as, Nels²
 ----- unsecured, In-Skret³
 ----- useful-ness, Es'ef³

V.

----- virtual, Vert²-Lay
 ----- virtue, Vert²
 ----- virtuous, Vert²-Es
 ----- virtuously, Verts²-Lay

W.














----- we were, } Way'
 ----- we would, } weh¹
 ----- with what, Weh'weh¹
 ----- what would, Wuh'wuh¹
 ----- with you, Weh'yeh¹
 ----- were you, Weh'yeh²
 ----- what you, Wuh'yuh¹
 ----- would you, Wuh'yuh²

Y.







----- year-s, Yeh¹
 ----- yesterday, Ester²
 ----- you were, } Yuh'
 ----- you would } wuh²

CONTRACTIONS.

A.
















 abrupt-ness, Bee²-Ray-Pet
 absurdity, Bees²-Ard
 acquaint-ed-ance, Kay²-Net
 administer, Dee³-Ster
 administration, Dee³-Stershon
 admit-ted-ance, Dee¹-Met
 advancement, Dees³-Ment
 anybody, En-Bed¹
 architect-ure-ural, Ar²-Ket
 assignment, Es¹-Ment
 Atlantic Ocean, Tee²-Lent-Kay'shon
 attainment, Tee³-Ment
 average, Vee³-Jay

B.

 bankable, Bee³-Ing-Bee
 bank-rupt-cy, Bee³-Ing
 beneficent-ce, Ben²-Ef
 benevolent-ce, Bee²-En-Vee
 burdensome, Ber²-Dees-Em
 busybody, Bees¹-Bed










C.

-----calculable, Kel³-Bel












 California, Klef-Ray¹
 certificate, Iss-Ret¹-Ef
 changeable, Chay²-Bel
 character, Ker²-Kay
 characteristic, Ker²-Kayst
 characteristics, Ker²-Kayses
 characterizes, Ker²-Kayses
 chargeable, Chay³-Bel
 commercial, Kay²-Mer
 conform-ed, *con-*
 dot: Fer¹
 conformable, Fer¹-Bee
 constitutionality, Steh-Teeshon²-Tee
 cross-examination, Ker²-Smen
 cross-examined, Ker²-Smen^d

D.



----- December, Dees²-Em
 ----- deficient-cy, Dee²-Ef-Shay
 ----- deform-ed-ity, Dee¹-Fer
 ----- desirable, Dees²-Ar
 ----- determine-able, Dee²-Tren
 ----- determined, Dee²-Trend
 ----- determination, Dee²-Tershon
 ----- develop-ment, Def²-Pee







 differential, Def²-Ren
 director, Der²-Ter
 discrepancy,
 Dees²-Kay-Pen
 displeasure,
 Dees²-Zher
 dissimilar-ity,
 Dee'ses²-Em
 distinctive,
 Deest²-Vee
 distinguish-ed,
 Deest²-Ing
 distinguishable,
 Deest²-Ing-Bee
 District of Columbia,
 Dees²-Kel

E.




 economy-ical,
 Ken¹-Em
 effect-ed, Ef²-Kay
 electro-ic-ity,
 El²-Kay
 endanger, En-Jer²
 enlarged, En-Jed³
 especial-ly, Es²-Pee
 essential-ly, Es²-En
 exceptionable,
 Spee'shon²-Bee
 exchange-d,
 Kays-Chay²
 extraordinary,
 Ster²-Ard
 extremity, Ster²-Tee

F.




 fashionable,
 Efshon²-Bee
 favorable, Ver³-Bee

 February, Ef²-Bee
 financial, Fen²-En
 formal, Fer¹-Lay
 formality, Fer¹-Let
 former-ly, Fer¹-Ar
 fraternal-ity,
 Fertern²









G.

 governmental,
 Gef²-Ment
 governor, Gef²-Ray
 Great Britain,
 Gret²-Bret




H.

 henceforth,
 Ens-Ef²-Ith
 heretofore, Ret²-Ef
 House of Representa-
 tives, Hays³-Ray








I.




 identical, Ded²-Kel
 identification,
 Dent²-Efshon
 imaginable, Jen³-Bee
 imperfection,
 Em-Per'shon¹
 imperfectly,
 Em-Perf¹
 impracticable-ility,
 Em-Per³-Ket
 improper-ly, riety,
 Em-Per¹
 in reference,
 Ner-Ef²



indifferent-ce, En-Def ²	maximum, Ems ² -Em
indulge, End-Jay ²	meanwhile, Em ¹ -Nel
infer-red-ence, En-Ef ²	memory-andum, Em ² -Em
infers, En-Efs ²	merchandise, Em-Chent ²
inform-ed-ant, En-Fer ¹	merchantable, Em-Chet ² -Bel
informal, En-Fer ¹ -Lay	messenger, Ems ² -Jer
informality, En-Fer ¹ -Let	monstrous-ity, Mens-Tees ²
inhabit-ed-ant, En-Bet ²	mortgage, Mer ¹ -Gay
inquire-y, En-Wer ¹	mortgagee, Mer-Gay-Jay ²
insignificant, Ens-Gay ¹	mortification, Mert-Ef'shon ²
inspect-ed-ion, En-Spee ²	N.
intellectual, Ent ¹ -Ket	neglect, En ² -Gay
introduction, Ent-Deeshon ²	neglectful, En ² -Gef
irrelevancy, Rel ¹ -Ven	negligent-ce, En ² -Gel
irrespective-ly, Ar ² -Spef	New Jersey, En-Jay ²
irresponsible-ility, Ar ² -Spens	New York, En-Yay ²
J.	nobody, En ² -Bed
January, Jay ² -En	North America, Ner ¹ -Em
justify-iable, Jays ² -Ef	nothing, En-Ith ²
M.	notification, Net-Efshon ²
machine, Em-Ish ²	November, En-Vee ²
machinery, Em-Ish ² -Ray	O.
manufacture-r-ory, Em-En-Ef ²	obstruction, Bee ² -Stershon
Massachusetts, Ems-Chay ³	

 obstructive,
Bee²-Stref
 oftentimes,
Fent¹-Ems
 original-ly, Ray¹-Jen


P.


 passenger, Pees²-Jer
 Pennsylvania,
Pees²-Vee
 perfected, Perf¹-Ket
 perform-ed-ance,
Per²-Fer
 perpendicular-ly-ity,
Per²-Pen
 perpetual-ate-ion,
Pee²-Ray-Pet
 Philadelphia,
Flet²-Ef


 platform, Plet²-Fer
 potential, Pee²-Ten
 prejudice-d, Per²-Jed


 prejudicial,
Per²-Jed-Ish
 product, Per²-Dee

 property, Per¹-Pee

 proportion,
Per²-Peeshon

 proportionate-ly-
ness, Per²-Pee-
shon-Tee

 prudential, Per²-Den

 public-ish-ed,
Pee²-Bee


 publication,
Pee²-Beeshon

Q.

 qualification,
Kel-Efshon²


 questionable,
Ken²-Bee


R.

 rapid-ity, Ray²-Pet

 recollect-ed-ion,
Ray²-Kel-Kay


 reduction,
Ray²-Deeshon

 reform-ed, Ray¹-Fer


 relinquish, Rel²-Ing

 remit-ted-ance,
Ar¹-Met


 remonstrate-d,
Ar²-Em-Stret

 repeat-ed-tition,
Ray¹-Pet


 répute-d-ation,
Ray³-Pet

 respect-ed-ing-ful,
Rays²-Pee

 respectable-ility,
Rays²-Pee-Bee

 respective,
Rays²-Pef

 responsible-ility,
Rays²-Pens


 Rev. Dr.,
Ray²-Vee-Der

S.


 scientific, Es¹-Ent

 September, Spet²-Em
























 signature, Sgay¹-Net

 simpler, Semp¹-Ray

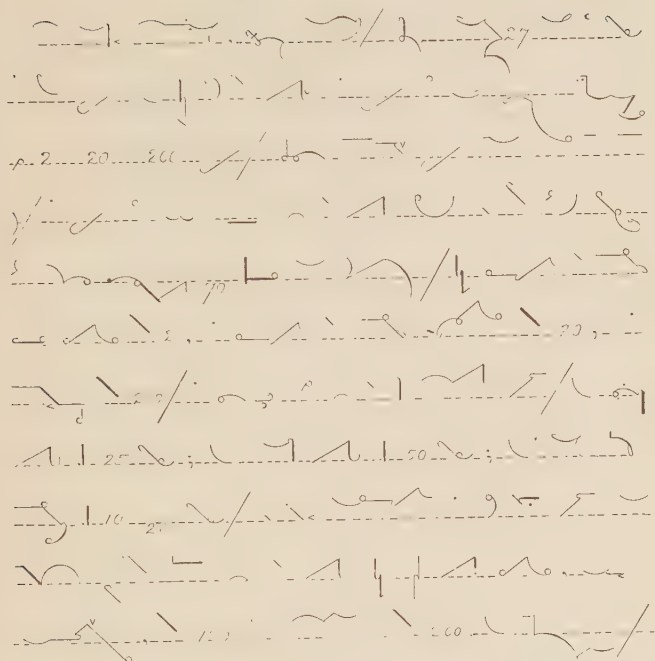
 South Carolina,
Sith²-Ker

 south-eastern,
Siths²-Ren

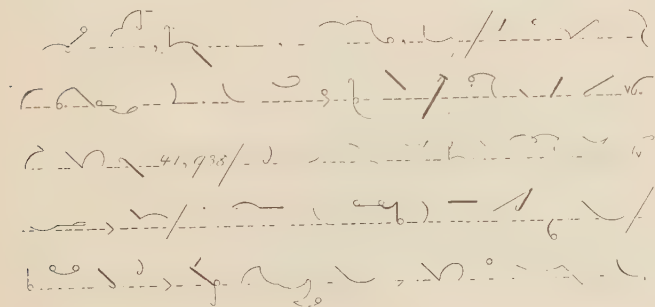
 southerner,
Iss-Dhen²-Ray

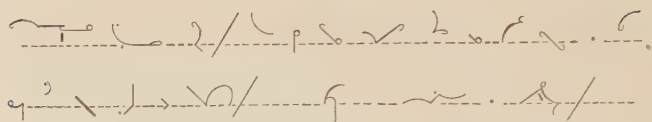
-----  ----- standard, Sted ² -Ard	-----  ----- transform-ed, Ters ² -Fer
-----  ----- stranger, Ster ² -Jer	
-----  ----- strength, Ster ² -Ith	U.
-----  ----- strengthen, Ster ² -Then	-----  ----- unexpected, En-Spee ²
-----  ----- structure-al, Ster ² -Ter	-----  ----- uniform-ity, En-Fer ³
-----  ----- substantial-ity, Sbee ² -Stee	-----  ----- unimaginative, En-Jaytive ³
-----  ----- substitute, Sbees ² -Tet	-----  ----- unimaginable, En-Jen ³
-----  ----- sufficient, sufficiency Sef ² -Shay	-----  ----- unimagined, En-Jend ³
T.	-----  ----- unquestionable, En ² -Ken-Bee
-----  ----- temperature, Tee ² -Empter	-----  ----- unquestioned, En ² -Ken
-----  ----- testament, Tees ² -Ment	V.
-----  ----- testamentary, Tees ² -Ment-Ray	-----  ----- Virginia, Vee ¹ -Jay
-----  ----- testification, Tees ² -Efshon	Y.
-----  ----- testify, Tees ² -Ef	-----  ----- yes, sir, Yay'ses ²

9

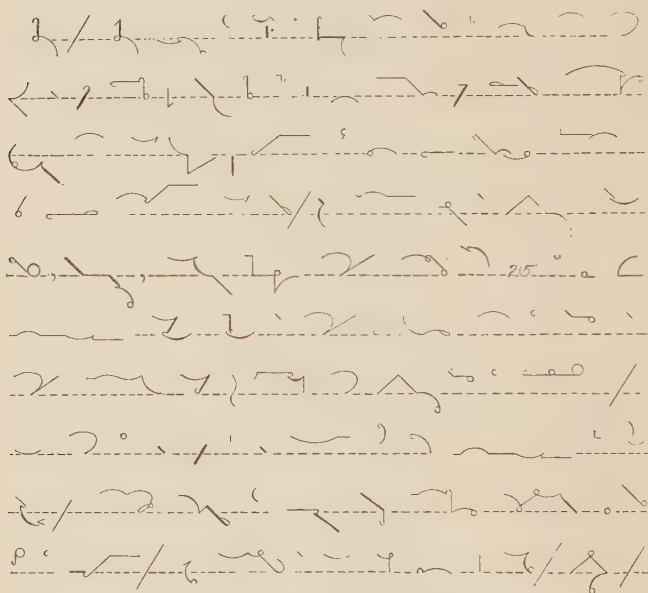


10





11



9

MR. ANDREW MCNEAL, Portsmouth, N. H.

Dear Sir: In reply to your favor of the 27th inst. we present the following rule for determining the size of radiation. The rule is known to steamfitters and heating engineers as the 2—20—200 rule. It is a simple, quickly applied rule, and in quite common use. The rule is intended to give an amount of radiation sufficient to comply with the usual specifications that the rooms must be heated to 70° in zero weather. Divide the square feet of exposed glass surface by 2; the square feet of exposed

wall surface by 20; the cubic contents by 200. The sum of the quotients is the amount of direct steam radiation required. For semi-direct radiation, add 25 per cent.; for indirect radiation, add 50 per cent.; for north and west exposures, add 10 to 20 per cent.

To compute in square feet the size of grate required in a boiler to supply properly a given amount of radiation, divide the total radiating surface, including uncovered pipes, by 120 for steam-heating, and by 200 for hot-water heating.

10

MESSRS. LITTLETON, TRIMBLE & Co., Memphis, Tenn.

Gentlemen: We return herewith your slip of the 2d inst. asking for information as to the transfer by George Smith to J. H. Wiley of your policy No. 41,938. There is one error in the statement of Mr. Smith, in the line next to the bottom. The mortgage for \$600. was given originally to this Company. It has since been assigned to the Boston Life Insurance Co., and the policy is in their possession, having a mortgage clause affixed thereto. If satisfactory, please return assignment to us with your approval and we will send it East to be attached to the policy.

Yours truly,

MARTIN & ROOSEVELT.

11

Dear Sir: I desire to inform you that in order to accommodate the steady growth of my business, I have moved my machine shop to larger quarters at the above address, and I have added to my equipment a large stock of the best modern tools, thus enabling me in the future to do work with the same care, promptness, and economy which has characterized my work in the past. Although I make a specialty of repairing printing presses, bookbinders, envelope, and textile machinery, my experience of over twenty-five years as an electrical and mechanical engineer and designer of machinery has familiarized me with all kinds of machinery and manufacture in general, so that I can undertake machine repairs of all kinds with equal success. No machine is too large or too intricate either from a mechanical or a scientific point of view. My machinists are the best that can be obtained, and my terms are as reasonable as possible consistent with good work. I thank you in anticipation of any interest you may take in this.

Respectfully yours,

PUBLICATIONS

OF

ANDREW J. GRAHAM & CO.

1135 BROADWAY

NEW YORK

Little Teacher.—Comprises: 1. *THE OUTLINE*, presenting all the chief elements of Standard Phonography in eight primer-size pages. 2. *THE LITTLE READING EXERCISES*—furnishing in 16 little pages an exercise on each section of the *Outline*. 3. Miniature edition of the *CORRESPONDENT'S LIST of Word-Signs, Contractions, Phrase-Signs, Prefixes, and Affixes of the Corresponding Style*. Price, cloth, 40 cts.; paper, 25 cts.

Synopsis.—Comprises: 1. *The Synopsis* of all the Principles of the Corresponding Style, with numerous engraved illustrations. 2. *The Correspondent's List of Word-Signs, Contractions, Phrase-Signs, Prefixes, and Affixes*. 3. *The Reading Exercises*—in which there is an extended illustration and application of each section of the text; followed by several pages of connected reading matter, with an interlined translation. Cloth, 72 pages, 50 cents.

Amanuensis Phonography.—Contains what is needed by the student who is preparing for amanuensis work, and is especially adapted for school use. Cloth, 237 pages, \$1.25.

Hand-Book.—Revised Edition. An encyclopedia of shorthand instruction. It presents every principle of every style of the Art with fullness of explanation and completeness of illustration. Adapted to the use of schools and to self-instruction. 12mo, 440 pages, including a brief Phonographic Dictionary. Cloth, \$2.00; post-paid, \$2.10.

First Reader.—Revised Edition: contains a great amount of useful and entertaining reading. Engraved in the Corresponding Style, with interpagated Key, and Questions and Notes. 12mo, 190 pages. Cloth, with handsome gilt side-title. \$1.25.

Second Reader.—This book is to be studied in connection with the Reporting style chapter of the Hand-Book. It is engraved in the briefest reporting style, and thoroughly illustrates the wonderful adaptability of the principles of Standard Phonography for the most difficult reporting. The instruction in the foot-notes is exhaustive, treating of every principle and device for brief and legible writing. No other text-book of illustration of the reporting style is so comprehensive and valuable for the student preparing for the highest grade of reporting work. 12mo, 233 pages. Cloth, with beautiful side-title in gold. Price, \$1.25.

Standard Phonographic Dictionary. By far the most comprehensive phonographic dictionary and phrase-book ever published. Gives the pronunciation, and the best outlines (Corresponding, Advanced-Corresponding, and Reporting) of about 60,000 words and the forms for about 60,000 phrases. Beyond comparison with any other shorthand dictionary or vocabulary ever published. Invaluable to writers of either style. 12mo, 1053 pages. Cloth, with gold side-title, \$2.50; post-paid, \$2.70. Full leather, \$3.50; post-paid, \$3.75. Octavo form (from the same plates), with wide margins, cloth, \$3.00, post-paid, \$3.25. Full leather, \$4.00, post-paid, \$4.25.

Reporter's List.—With engraved forms, combining in one list, in chart-like form, and in phonographic-alphabetical order, all the Word-Signs, Contractions, etc., contained in lists in the Hand-Book, and with many thousand other words for COMPARISON, CONTRAST, and DISTINCTION, with explanations in the corresponding style. 1,000 engraved pages and 139 pages of common print, consisting of *Preface, Introduction, Notes, and Index*. The *Index* is arranged in the common-alphabetical order, which permits the easy finding of any word or phrase in the book. 1,139 pages. Cloth, \$2.50, post-paid, \$2.70; leather, \$3.50, post-paid, \$3.75.

Publications of Andrew J. Graham & Co.

Practice-Book Series.—UCS=*Unvocalized Corresponding Style*. Engraved in the Advanced-Corresponding Style, with Key and Questions and Notes. For practice in reading and writing without the vowels, contains short articles on scientific and literary matters. 12mo, 120 pages. Cloth, 75 cents.

Business Letters.—First and Second Series. These little books are intended for students of shorthand who are preparing themselves for amanuensis work, and who do not care to use the briefest reporting outlines. They consist of a large variety of actual business letters. Engraved with Key. 12mo, 90 pages. Cloth. Each series, 50 cents.

Amanuensis Practice.—Contains business letters and miscellaneous articles. Engraved in the Advanced-Reporting Style. For schools and private students. 12mo, 150 pages. Cloth, \$1.25.

Legend of Sleepy Hollow.—From "The Sketchbook," by Washington Irving. Engraved in the Advanced-Corresponding Style, without Key. 37 pages, paper, 20 cents.

The President on the War, and the United States in the 20th Century.—An address by President McKinley, at the Omaha Exposition; and an address of Hon. C. K. Davis, U. S. Senator from Minnesota. Engraved in the Reporting Style, with Key. 24 pages. Paper, 15 cents.

Expansion.—President Roosevelt's address at the dedication of the Louisiana Purchase Exposition. In the Reporting Style, with Key. Paper, 10 cents.

Outlines of Astronomy.—This little book contains a great deal of information about common astronomical phenomena. The explanations in the book are so concise and simple as to hold the interest of the reader to the end. It is engraved in the Advanced-Reporting Style, and is, aside from its interesting contents, a valuable reading and writing practice-book for advanced students. 77 pages. Paper, 35 cents.

Moral Culture.—Consisting of *Moral Culture*, *Choice and Use of Books*, and *Cultivation of Memory*, from John Stuart Blackie's "Self-Culture"; also miscellaneous articles. Engraved in the Advanced-Corresponding Style, with Key. 12mo, 70 pages. Cloth, 50 cents.

Lady of the Lake.—By Sir Walter Scott. With Frontispiece. Engraved in the Advanced-Corresponding Style, with interpagated Key, and Notes. 328 pages. Cloth, \$1.50.

Shorthand and Reporting.—A very interesting lecture by Hon. Charles A. Sumner, an experienced reporter; also, an interesting biographical sketch of Mr. Sumner. 98 pages, 8 in phonography. Paper, 10 cents.

Lessons to an Ex-Pitmanite.—A series of lessons in the Reporting Style of Standard Phonography, the subject matter of the lessons being one of the exercises in the Benn Pitman "Reporter's Companion." Cloth, 25 cents.

Writing Exercise Blanks; to accompany *The Hand-Book*, paper, 10 cents; to accompany *Amanuensis Phonography*, paper, 15 cents.

The Student's Journal.—Monthly exponent of Graham's shorthand—appeals to reporters as well as students—contains more shorthand and more instruction than any other similar publication, as well as letterpress reading of general interest. Adapted for use in schools. Sent to any address for one year for one dollar. Special rates for clubs. Sample copy, five cents. 20 pages (10x12).

Stationery.—Note-Books (for Pen or pencil) 160 pages, per dozen, \$0.60, post-paid, \$1.30

Paper, per Quire:

" Triple-Line (<i>Red Lines</i>)	.15, post-paid,	.20
" " Per package of 5 quires	.60, "	.85
" " Per ream	2.10, "	3.00
Pencils (Graham's Reporting) per dozen	.50, "	.50
" " per half gross	2.40, "	2.60
" " per gross	4.60, "	5 00
Pens (Graham's Phonographic) gross	1.00, "	1.00
" " box of 3 dozen	.30, "	.30
" " one dozen	.10, "	.12

